

# Navigate Conversations: Inbox Message

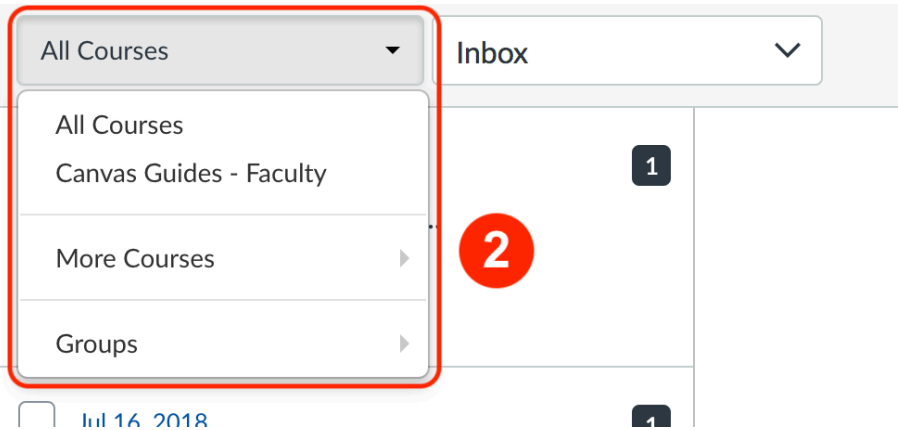
Also see our video tutorial: [Using Communication Tools \(Email\)](#)

**Inbox Message:** Instructure Canvas refers to all messages in Inbox as Conversations. The Conversation Inbox is organized chronologically from the current email to the oldest email.

- Step 1: Choose “Inbox” on the main navigation bar.



- Step 2: On the top right drop-down menu, you can organize the messages by each course.



- Step 3: Click on the compose email icon to send an email.

