Quick Guide: How to Forward Inbox Messages

Inbox messages can be forwarded to other recipients. Message forwarding is currently the best way to alert TAs or instructors about independent communications with students since there is currently no CC: function in the Inbox tool.

1. You can **Forward** either an entire conversation (which is usually comprised of several messages) or selected messages in the **Inbox**. To **Forward** an entire conversation (i.e., an initial message and all subsequent responses), locate the conversation in the left frame. Click the conversation to expand it in the right frame. *Note: There is no feature to forward multiple conversations simultaneously.*

2. In order to forward the entire conversation, click on the gear icon at the top in the Conversation’s menu bar, and select **Forward**.
You will be prompted with a new window. Choose the recipients to whom you wish to forward the message (either by typing their name(s) in the To: field or by searching for them with the People icon, then click the **Send** button.

*Note: You cannot add participants to a private conversation.*