

WAGNER COLLEGE

INFORMATION TECHNOLOGY

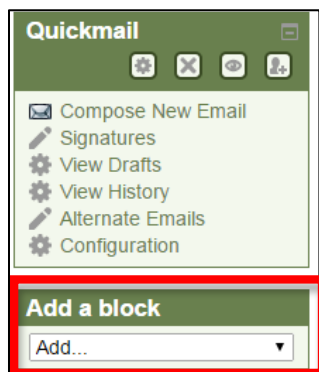
Moodle Survival Guide #16- Utilizing Quickmail

Introduction: This guide will inform the user on utilizing the Quickmail feature in Moodle 2.5. Quickmail is a great way to contact your students through their Wagner College email accounts. You have the option to contact the whole class, a select group of students, or a single student.

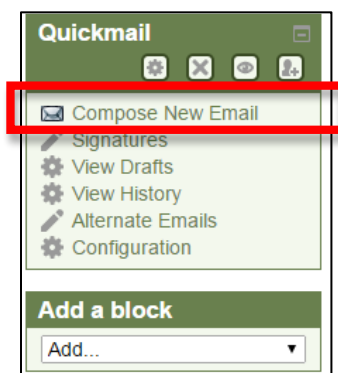
I. Accessing the Quickmail Block

- a. Once you're in the course you want to email students from, scroll down and navigate to the left hand side, where you will see the Quickmail block.

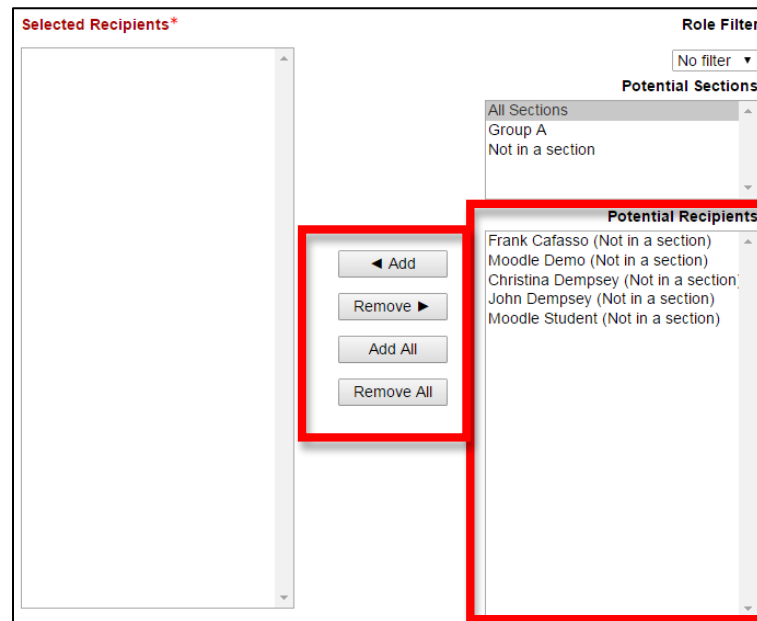
NOTE: If you notice that the quickmail block is missing, you will need to add it to your page. You should see the "Add a block" menu under the Administration block. From the drop drop menu, choose Quickmail.



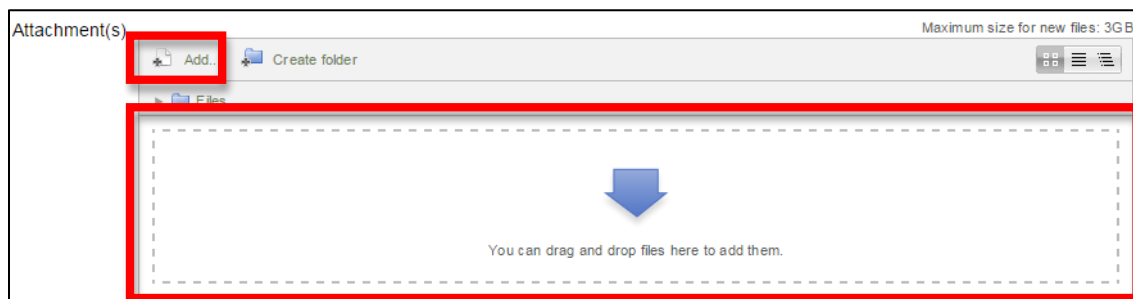
- b. If the Quickmail block is already added, simply click **Compose new email**, which will bring you to a new window.



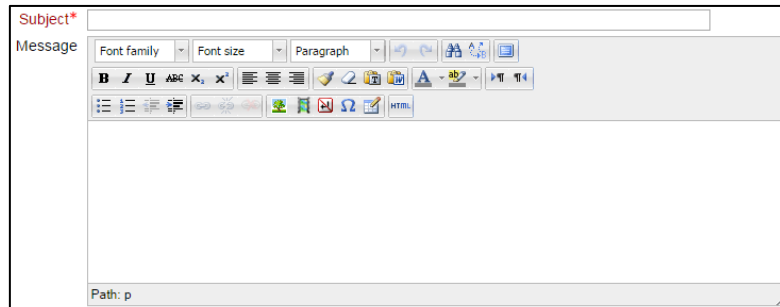
- c. On the right hand side, you will notice **Potential Recipients**. These are all of the people enrolled in your course.
- d. You have the option of emailing the whole class or selected students. To add one student or selected students, choose the name of the student(s) and click **Add**. This will move the student name(s) to **Selected Recipients**.
- e. If you would like to add the whole class, click **Add All**, which will move all the students' names to **Selected Recipients**.



- f. Once you have selected your recipients, you have the option of adding an attachment to your message. You can do so by pressing **Add** and using the File Picker or simply dragging and dropping the item into the box.



- g. Make sure to enter a **Subject** for your e-mail, as it is a mandatory field. You will notice the text box for it in between the attachments box and the Message box.
- h. Write your email to the students in the Message box.



- i. If you would like to **Receive a copy** of this email in your inbox, click **Yes**.
- j. When your happy with the way your email looks, click **Send Email**.

