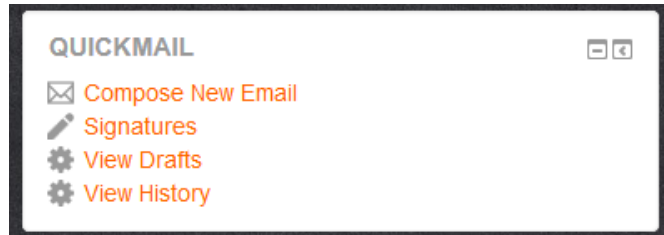


Tips for Quickmail

Overview

The Quickmail block is one that some instructors may choose to add to their Moodle course. It will not show up in all of your Moodle courses, since it is something the individual instructor must add. If added, instructors will typically position it directly below the Messages block on the left side,

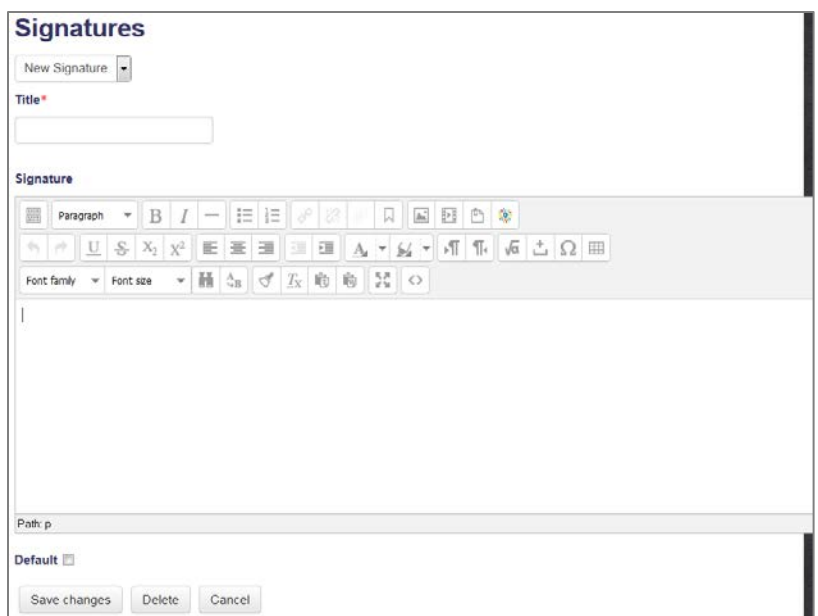


but the block may appear anywhere. **Quickmail is not meant to replace Messages.** You should still use the Messages block as the primary form of communication within the course. The Quickmail block should **only** be used for sending an email that requires text formatting or attachments (which the Messages block cannot do).

Note: The email messages that are sent via the Quickmail block will be set up in and sent from Moodle. However, they email out to the recipient's personal email account as listed in their profile. Any replies will go back to your personal email account (they will **NOT** come back into the Moodle Quickmail tool). Hence, Quickmail can be used to **send** emails to course participants, but you cannot receive email using this tool. Also, these emails will **not** show up in Moodle Messages. They are all received in the recipient's personal email account. The advantage of composing them with Quickmail versus your own personal email account is that you can review the history of emails sent to a particular recipient very quickly with the **View History** button right in Moodle, and the contact list for the course is already set up for you.

Set Up Your Signature

The first thing you might want to do is set up a signature file using the **Signatures** link. You need to title the signature (using your first name is a good choice). Then you must type your signature. It is recommended that this include your first and last name, capitalized and spelled correctly. You may use the formatting toolbar to format your text. You can create multiple signature files. If you do, be sure to check which one is your default signature file by clicking the Default check box. Save your changes when you are done. You will have to set up a new signature in each course that uses Quickmail (the tool does not carry over from one course to another).



Compose New Email

To compose a new email, click on the **Compose New Email** link. Then you must select your recipients. Use the steps below.

The screenshot shows an email composition interface with three main sections: **Selected Recipients**, **Potential Sections**, and **Potential Recipients**. A **Role Filter** dropdown is set to "No filter".

- Selected Recipients:** A list containing "Toni Landenberger (Not in a section)".
- Potential Sections:** A list containing "Not in a section" and "All Users".
- Potential Recipients:** A list containing "Susan Fielder (Not in a section)" and "Robin Moore (Not in a section)".

Three numbered steps are overlaid on the interface:


1. Highlight recipient name in list below (you can filter by instructor/student or
2. When recipient name is highlighted on right, click the Add button
3. Verify recipients displaying in list on left is correct; you can have more than one recipient; if a name appears that you do not want, click the Remove button

Buttons for **Add**, **Remove**, **Add All**, and **Remove All** are located between the recipient lists.

(continued, next page)


Then, compose your email. Use the **Message** box and any formatting desired. To see all three toolbars in the Message window, you will need click the **Toolbar Toggle** button →



If needing an attachment, click the **Add** button , click the **Upload a file** link, **Browse** for your attachments, and then click the **Upload this file** button (alternately, you can also drag files from your desktop to the Files box). Be sure to specify a subject since that is required. Specify a signature from the drop-down box. Check to send yourself a copy if desired (this will go to your personal email). Then click the **Send Email** button to send the message. Remember, this does not go to the recipient’s Moodle Messages tool. This will send to the recipient’s personal email account as they have it listed in their profile.

Attachment(s)
Maximum size for new files: 10MB

Files



You can drag and drop files here to add them.

Subject*

Message

Paragraph ▼
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Signatures Toni ▼

Receive a copy ? Yes No

Send Email
Save Draft
Cancel

There are required fields in this form marked *.