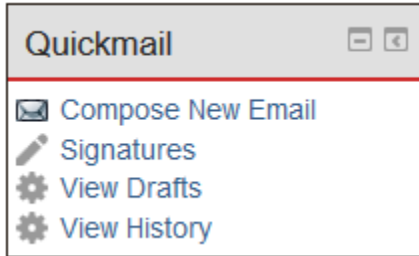# Quickmail

Quickmail is a messaging tool within Moodle that allows bulk emailing within a course. Quickmail shows up as a block on the main course page:

Note: Quickmail displays all email addresses for all Moodle users in the course. Quickmail overrides the user profile setting of "Hide my Email address from everyone."

Moodle docs link: http://docs.moodle.org/26/en/Quickmail_block
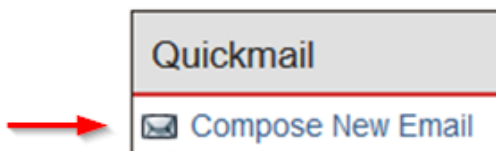
Features of Quickmail

- Multiple attachments
- Drafts
- Signatures
- Can filter by role
- Can filter by groups
- Can allow students to email people within their group
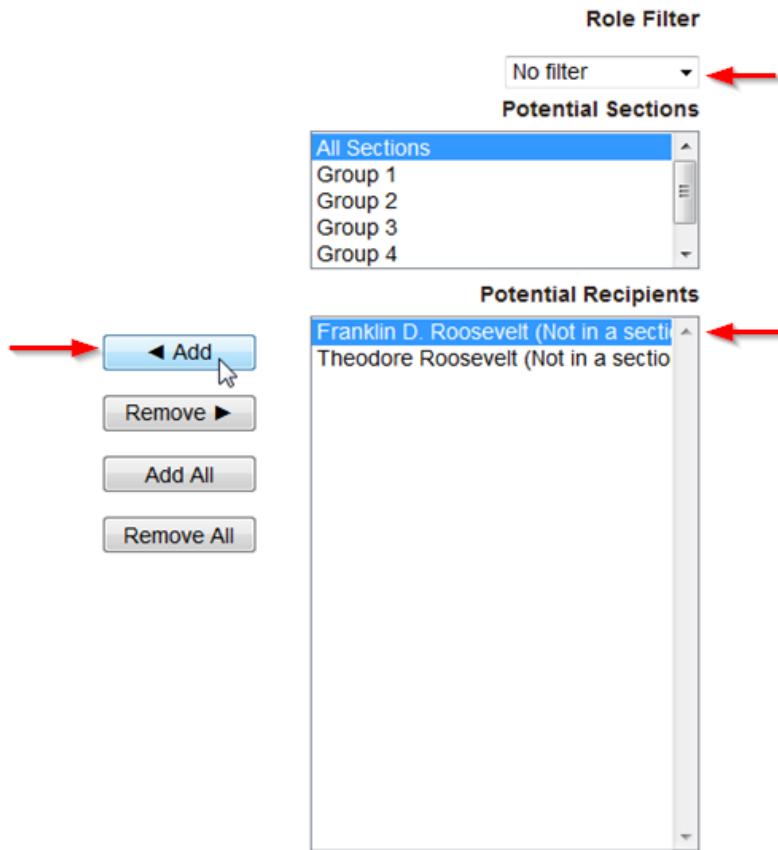- Can be set up to only allow the instructor use
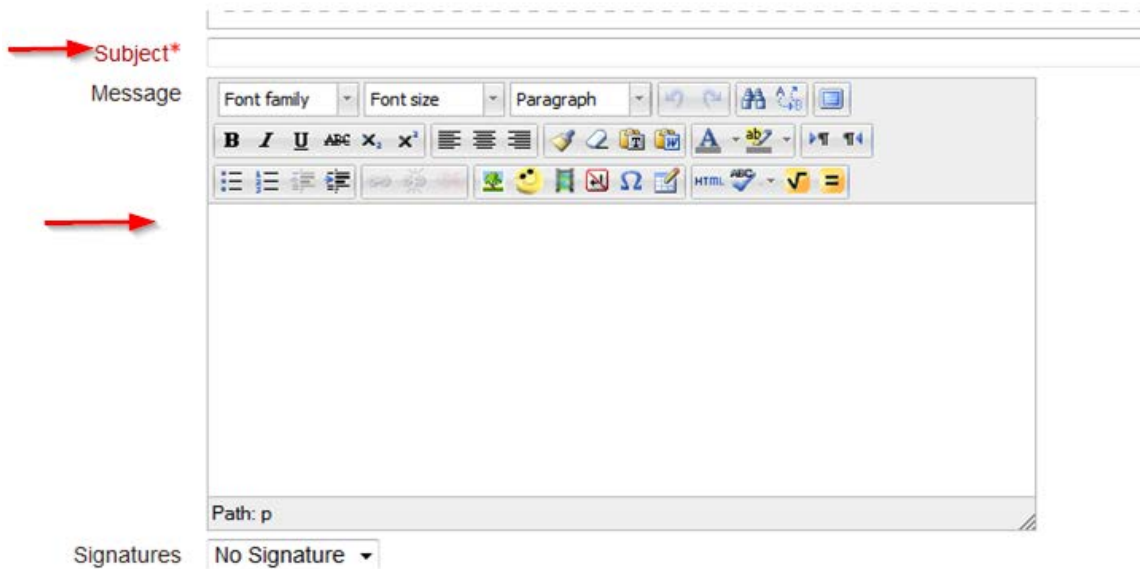
Using Quickmail

Compose New Email

1. Click on the **Compose New Email** link in the Quickmail block.
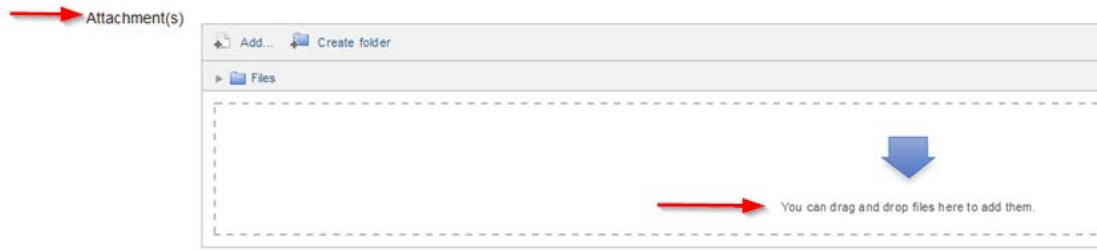

2. Select recipients from the box on the right. You may select individuals or a group of participants (groups must be set up in the course prior to composing the Quickmail message). Select the user and click the "Add" button in the middle of the page. On this page you may also filter the role to the different users in the course (i.e. student, instructor, etc.).

Role Filter

No filter ▼ ←

Potential Sections

All Sections
Group 1
Group 2
Group 3
Group 4

Potential Recipients

◀ Add

Remove ▶

Add All

Remove All

Franklin D. Roosevelt (Not in a secti◀
Theodore Roosevelt (Not in a sectio

3. Scroll down once the recipients are added and compose your message in the message box. You must also include a subject in the subject line.

Subject*

Message

| Font family | ▼ | Font size | ▼ | Paragraph | ▼ | ↶ ↷ | 🔍 ✓ | ▭ |

B *I* U ABC X₂ X² | ≡ ≡ ≡ | ✐ ⊘ 🖼 🖼 | **A** ▾ abz ▾ | ▶¶ ¶◀

≣ ≣ ≢ ≢ | ∞ ✂ | 🖼 ☺ 🎬 ℕ Ω ✎ | HTML ✓ ▾ √ =

Path: p

Signatures   No Signature ▼

You have the option of adding an attachment here.

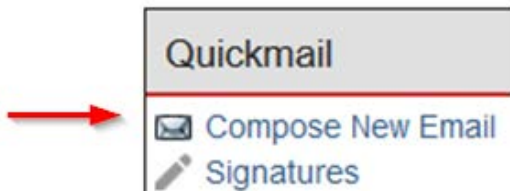4. You may choose to send the message as is or save it as a draft once it is completed.
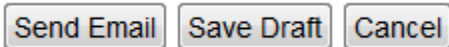
You may also choose to receive a copy of the message by clicking "Yes" in the "Receive a copy" box.
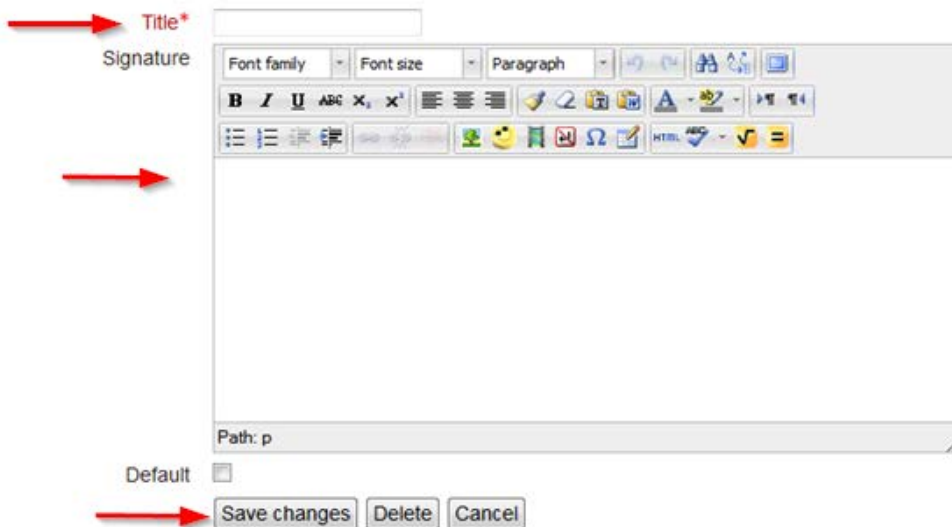

Signatures

You may choose to create and include a signature in your Quickmail messages. Click the **Signatures** link from the Quickmail block to create a signature.
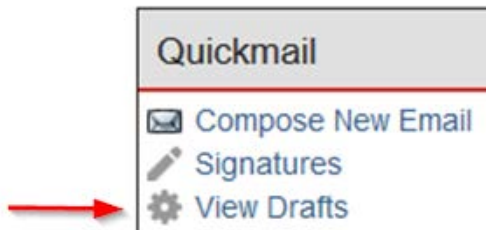

Create your signature and save the changes. Your signature must include a title.

Drafts

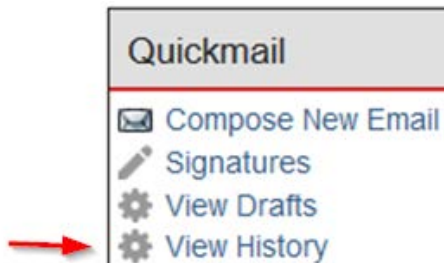View message drafts by clicking on the **View Drafts** link from the Quickmail block.

You may open the draft to the message page and edit or send it, or you may delete the draft by clicking on the red X button.

History

You can view Quickmail history by clicking on the **View History** link from the Quickmail block.

Opening the email will allow you to see who the recipients were, any attachments, and the message text. You are able to resend this email to additional recipients.