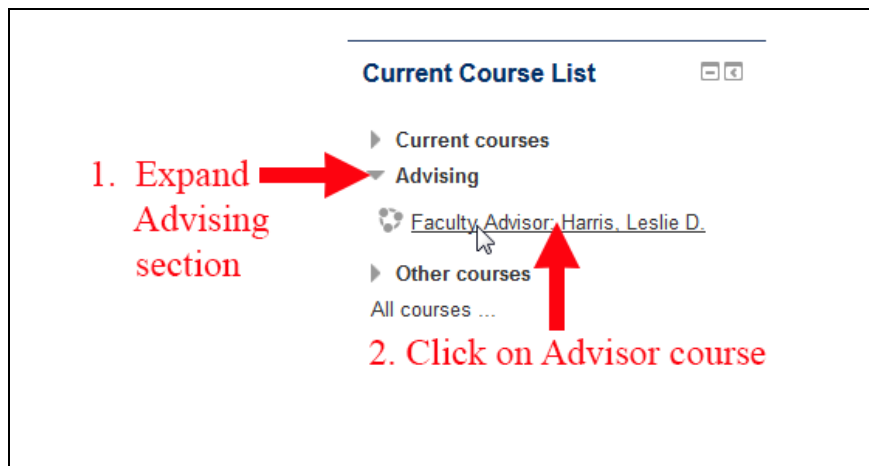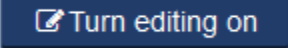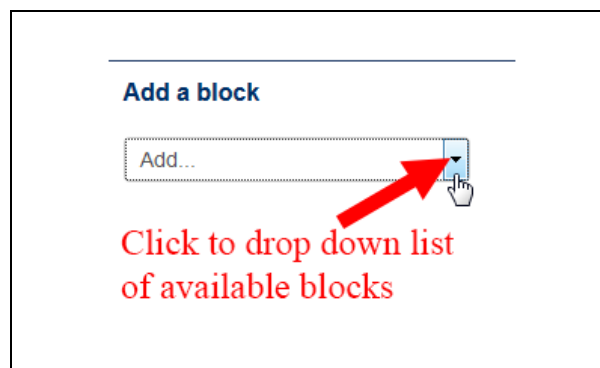# Moodle Quick Start Guide: Adding the Quickmail Block to Your Advisor Course

The Quickmail block in Moodle allows faculty members to send email messages to all students in a Moodle course, as well as to individual students or to groups (if you have set up groups in the course). The Quickmail block is a standard part of all the Moodle courses we create. However, occasionally, an "Advisor" course will lack the Quickmail block. You can add that Quickmail block to your course as follows:.
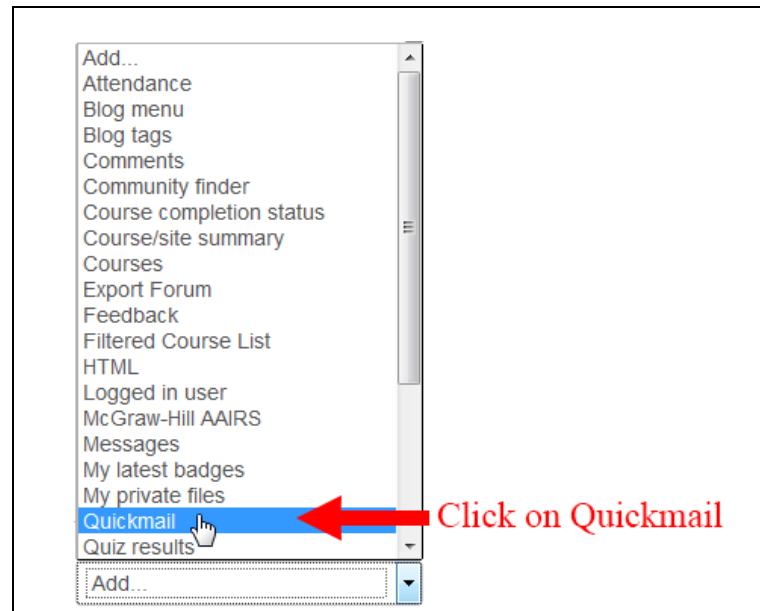
1. Log in to http://moodle.bucknell.edu, click on the Advising category within the Current Course List on the right-hand side of the page, and click on the link for your Advisor course:
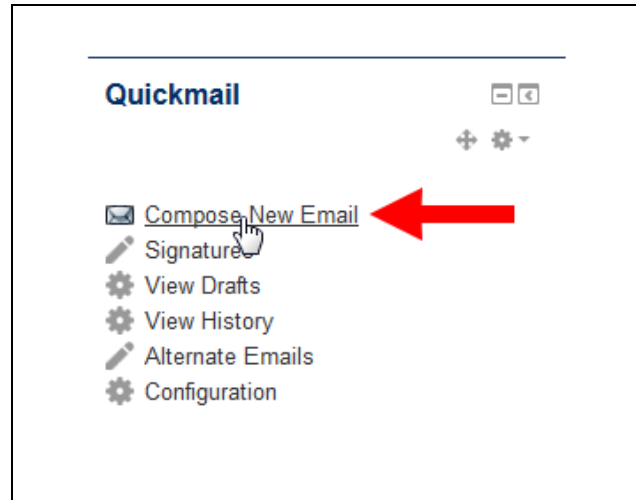

2. Click on the **Turn editing on** button at the top-right of the page.
3. Scroll down on page until you see the "Add a block" section in the bottom-right corner of the page. Click on the downward-facing triangle next to "Add a block" to drop down the list of available blocks:

Bucknell
UNIVERSITY
LIBRARY AND
INFORMATION TECHNOLOGY

DP&S
Digital Pedagogy and Scholarship
http://dps.bucknell.edu/

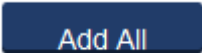Please consider the environment before printing this document.

4. Those blocks are listed in alphabetical order. Scroll down to find "Quickmail," and click on it:
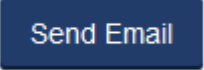

5. The Moodle page will re-load. If you scroll down on the page and look in the right-hand column, you should see the Quickmail block among the group of blocks. To begin the process of sending an email message, click on the "Compose New Email" link:

6. Within Quickmail, you will see a list of "Potential Recipients." You can click on the **Add All** button in the middle of the page to add all of your advisees (or students, for other courses) to the list of actual recipients for your message. You can ignore the "(Not in a section)" description, which just indicates that the students have not been added to a particular group in the course.

7. Once you have selected your recipients, you can enter a subject in the Subject field and your message text in the Message window. You can then scroll down to the bottom of the page and click on the

Send Email button to send your message to the recipients you chose.