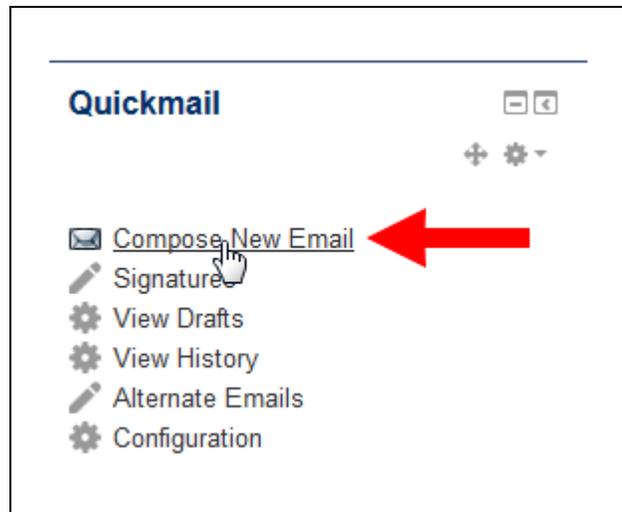


# Moodle Quick Start Guide: Using the Quickmail Block to Email Your Students

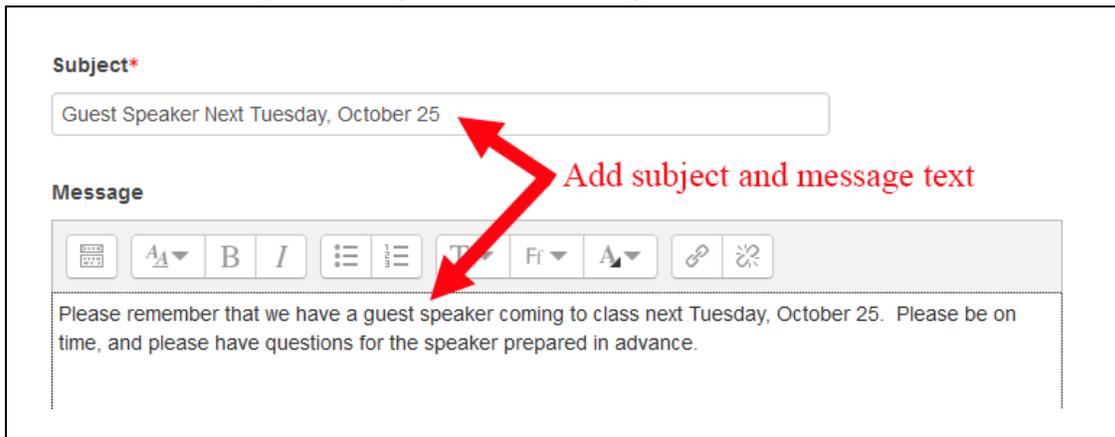
The Quickmail block in Moodle allows faculty members to send email messages to all students in a Moodle course, as well as to individual students or to groups (if you have set up groups in the course). To send a message using Quickmail:

1. Log in to <http://moodle.bucknell.edu>, click on the Current courses category within the Current Course List on the right-hand side of the page, and click on the link for your course.
2. Scroll down on page until you see the “Quickmail” block on the right-hand side, just under the people block. Click on the “Compose New Email” link within that block:



3. In the middle of the page will be a box containing **Potential Recipients**. Those will be all the students enrolled in the course, along with any teaching assistants. Within the **Potential Recipients** list, “Not in a section” just means that a student hasn’t been added to a group. There is also a **Potential Sections** box just above that containing the name of groups in the course (if you have already set up groups). To send an email message to a particular group of students, you would click on one of the groups in the “Potential Sections” box, and then you would click on the  button to add all those students to the “Selected Recipients” list. If you want to send an email message to all students in the course, you would click on the  button in the middle of the page.

4. After clicking on “Add All,” scroll down on the page, and enter a subject into the Subject window. Then enter the text of your message within the Message window:



The screenshot shows a Moodle Quickmail form. At the top, there is a "Subject\*" field with the text "Guest Speaker Next Tuesday, October 25". Below this is a "Message" field with a rich text editor toolbar containing icons for text color, bold, italic, list, link, and unlink. The message text reads: "Please remember that we have a guest speaker coming to class next Tuesday, October 25. Please be on time, and please have questions for the speaker prepared in advance." A red arrow points from the text "Add subject and message text" to both the subject and message fields.

5. When you are done typing your message, scroll down to the bottom of the page, and click on the  button to send your message to the recipients you chose.
6. Moodle will return you to the Quickmail History page. You can then use the course link in the bread crumb trail to return to the main page for your course:

