

Quickmail

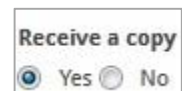
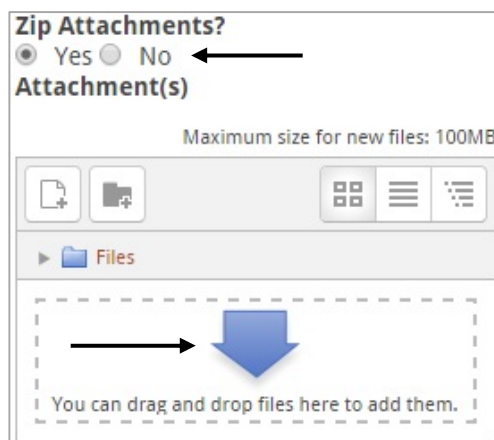
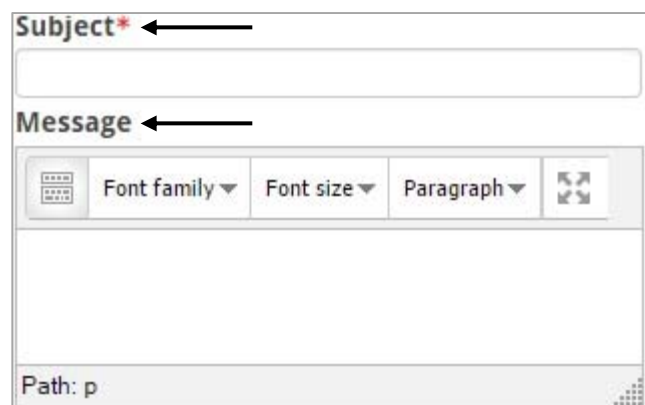
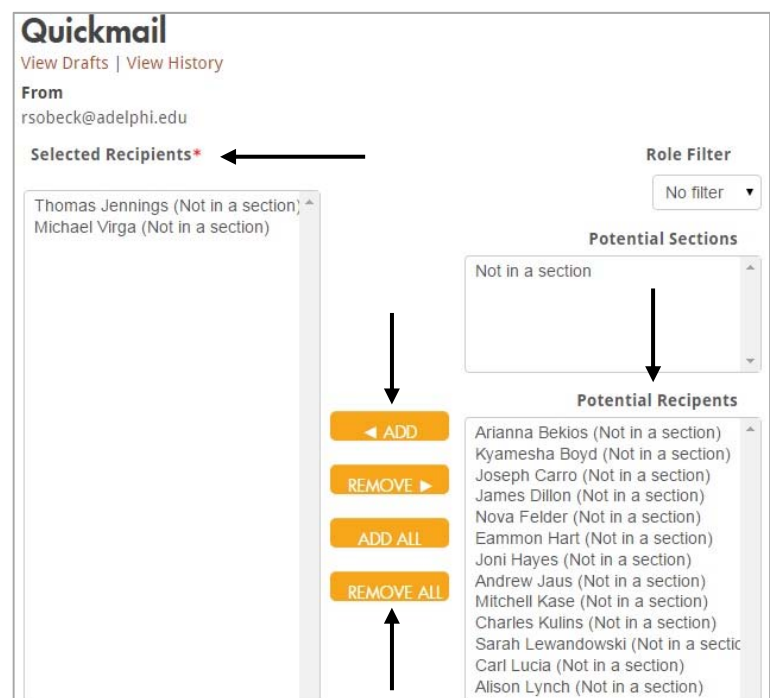
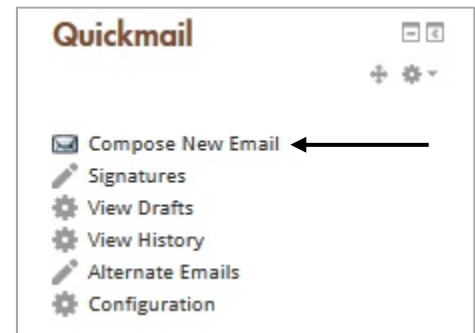
Sending an Email to Your Students

The email you send will appear in the inbox of the student's Adelphi University email, as well as your own. There is no inbox in Moodle—check for any follow-up emails from students in your Adelphi email inbox.

1. In the **Quickmail** block, click **Compose New Email** ❶
2. Click **Add All** to send an email to your entire class. To email a selected student, click on their name in **Potential Recipients** and click **Add**. To remove a name from the recipient list, select the name in **Selected Recipients** and click **Remove**, or to remove all recipients click **Remove All** ❷
3. Type the **Subject** and **Message** of your email into the appropriate boxes ❸
4. If you would like to **Receive a copy** of the email, select **Yes** ❹
5. Click **SEND EMAIL**

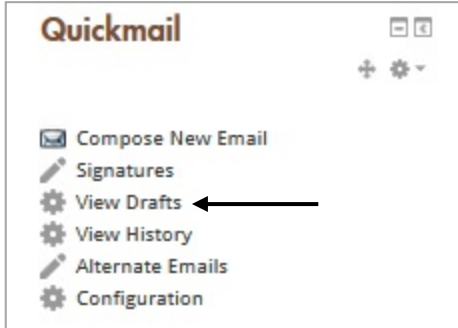
Optional: You can add an attachment to your email by clicking on the Blue Arrow and browsing your computer for the file.

*You may also choose whether to send attachments as zip files or leave them separate by choosing the **Zip Attachments?** option.*



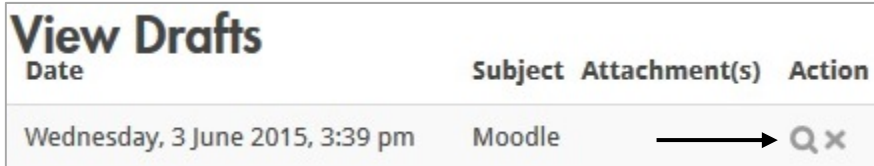
Viewing Drafts

1. In the **Quickmail** block, click on **View Drafts** ①
2. Click on the **Q** icon to view the draft, or the **X** icon to delete it ②
3. To edit an email, refer back to the **Sending an Email to Your Students** tutorial



Quickmail

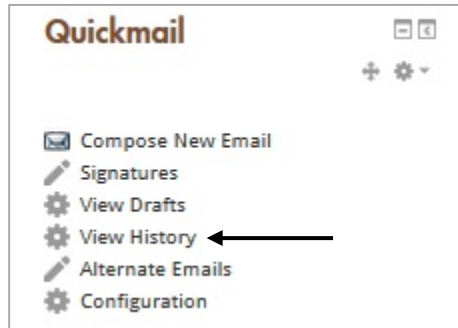
- Compose New Email
- Signatures
- View Drafts** ←
- View History
- Alternate Emails
- Configuration



Date	Subject	Attachment(s)	Action
Wednesday, 3 June 2015, 3:39 pm	Moodle		→ Q X

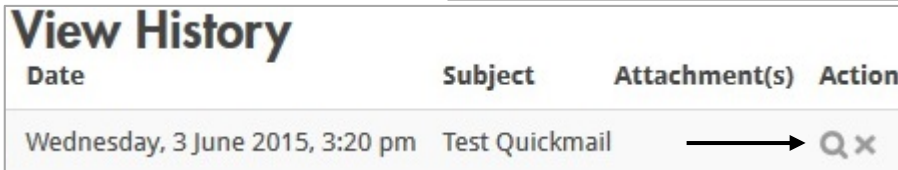
Viewing History

1. In the **Quickmail** block, click **View History** ①
2. Click on the **Q** icon to view the email, or the **X** icon to delete it ②



Quickmail

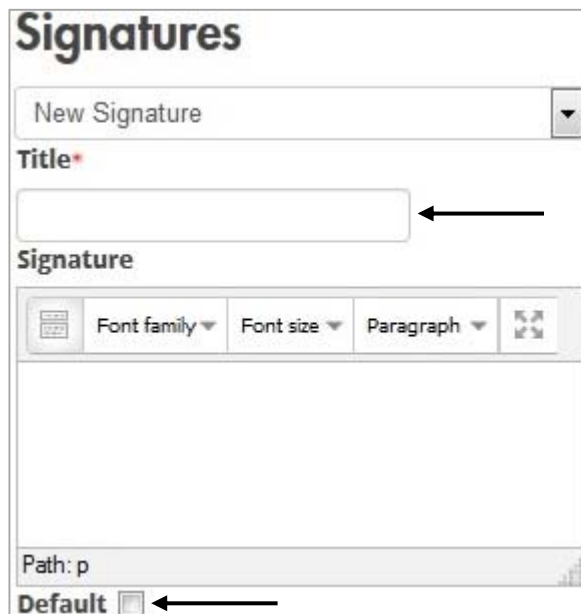
- Compose New Email
- Signatures
- View Drafts
- View History** ←
- Alternate Emails
- Configuration



Date	Subject	Attachment(s)	Action
Wednesday, 3 June 2015, 3:20 pm	Test Quickmail		→ Q X

Creating Signatures

1. In the **Quickmail** block, click on **Signatures**
 2. Create a title for the new signature, and add the closing email content in the box provided ①
- Note: To default a signature, check the **Default** option box below the text box*
3. When finished, click on **SAVE CHANGES**
 4. To select a signature, click on **Compose New Email** in the **Quickmail** block
 5. After composing an email, go to the **Signature** drop down menu and select the signature you created



Signatures

New Signature

Title*

Signature

Font family ▼ Font size ▼ Paragraph ▼

Path: p

Default ←