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

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

3. Type the Subject and Message of your email into the appropriate boxes

4. If you would like to Receive a copy of the email, select Yes

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  icon to view the draft, or the  icon to delete it ②

3. To edit an email, refer back to the Sending an Email to Your Students tutorial

Viewing History

1. In the Quickmail block, click View History ①

2. Click on the  icon to view the email, or the  icon to delete it ②

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

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