

Quickmail Block

The Quickmail block provides quick access to basic but essential mail options. It allows tutors to email course participants by providing a link to a tool that has options for sending emails to all or group of participants in the course.

Adding the Quickmail block to your module

Creating a Quickmail Block

Composing new email

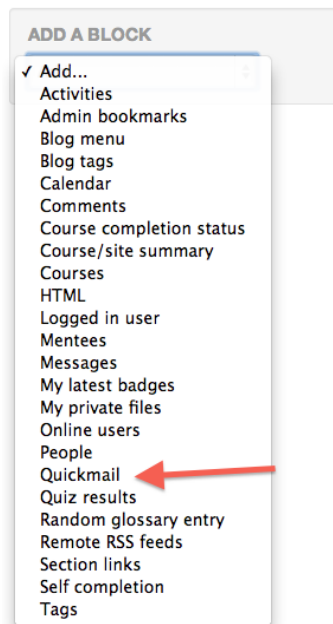
Configuration

Signatures

View drafts and history

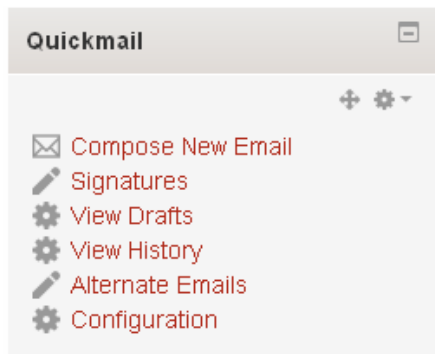
Adding the Quickmail block to your module

- 1 Click **Turn editing on**
- 2 Scroll down the page until you find the **Add a block** block on the left- or right-hand side panel.
- 3 Select **Quickmail** from the drop-down list.
- 4 The quickmail block will now be added to your module.



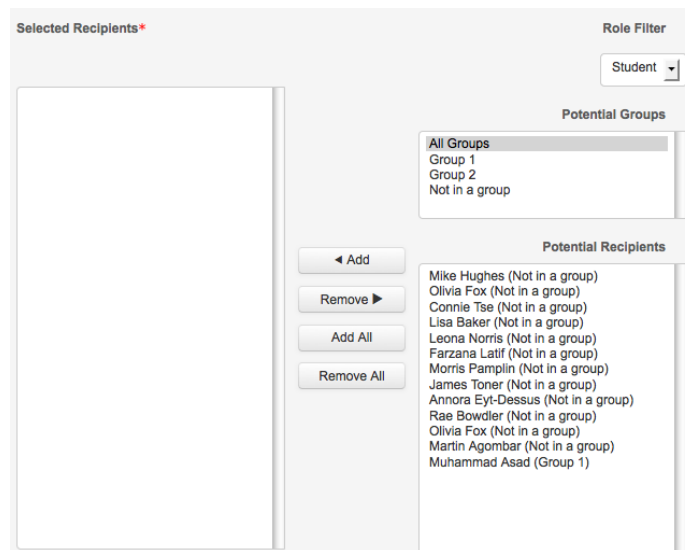
Creating a Quickmail Block

- 5 Click **Turn editing on** from the top right corner of your course homepage.
- 6 On the bottom of the left most panel, select add **Quickmail** option from the **Add a Block** drop down menu
- 7 This will **add** a Quickmail block to the left-most panel.
- 8 The Quickmail block will show different options for composing, viewing and specifying email options.



Composing new email

- 9 Click on **Compose new email** option within the Quickmail block.
- 10 This will open a mail composing page similar to most mailing applications.
- 11 The options here can be used to **add recipients individually** or in **groups** (if you have not already set up groups in your module page please see the groups and groupings guidance below).
- 12 All the potential recipients appear in the box on the right. You can use the **Add All** button to add all the recipients or **press shift + click to highlight** a selection of recipients and click **Add**. The recipients should appear in the box on the right.
- 13 The role filter will highlight either student or staff roles. Make your selection under **Role filter** and if you do not require filtering by group, under **Potential Groups**, select **Not in a group**. This will then highlight the list according to your filters. If you require the use of groups in the module, under **Potential Groups** either select students within specific **groups or all groups**.
- 14 Click **Add**. The selected recipients will appear in the box on the right.



- 15 **Add** a subject to your message.
- 16 To **compose** your message use the text area.
- 17 **Attach** any files by **uploading** or using **existing files** from the course file area.
- 18 **Add** any preset **signatures**.

- 19 If you wish to receive a copy of the message, then select **yes** from **receive a copy** option.
- 20 You can either **send** the email or **save draft** to edit later.
- 21 If you **press send** then an email will be sent to their standard email inbox of your recipients.
- 22 When **multiple participants** are selected, Quickmail sends an individual email to each one, so they will not be able to see the email address of any other recipients.

Configuration

- 23 Select **Configuration** from the Quickmail block
- 24 The Quickmail block is hidden from students by default. To allow students to send emails, select **Yes** from **Allow students to use Quickmail** option.
- 25 You can specify **roles to filter** by different types of users.

Signatures

- 26 Signatures can be useful if you are sending emails frequently. They contain the text for your name and designation at the end of your email.
- 27 Click **signatures** from Quickmail block.
- 28 This will take you to the options for **setting a new signature** or **editing an existing**.
- 29 From drop down menu under signatures, select the signature you want to **edit**.
- 30 Alternatively you can choose **New Signature** option to create a new signature.
- 31 In the text box, give a **title** and **add** your signature.
- 32 **Check** the **Default** checkbox if you want this signature to be your default.
- 33 Click **Save Changes** when finished.
- 34 Signature can also be deleted by **selecting** a signature and clicking **delete** button at the bottom.

View Drafts and History

- 35 Inside Quickmail block, you can select **View Drafts** option to **view**, **edit** and **send** previously saved drafts.
- 36 Message history is maintained by Quickmail. Selecting **View History** option will show you the history.