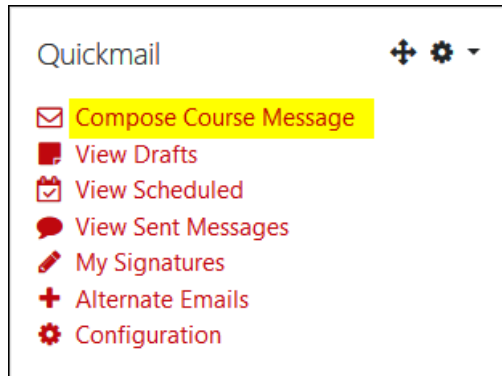


## Faculty: Use Quickmail Block

Hart Wilson - 2025-12-28 - [Comments \(0\)](#) - [Faculty](#)

Quickmail is a function within Moodle that enables you and your students to send email to any or all class participants. Messages sent through Quickmail go to each recipient's SOU email account as a "bcc;" recipients are not aware if others are copied on a message.



The **Quickmail** block is deployed in all courses as they are created. To send a message, click on **Compose Course Message**. You can draft messages to all users in the course or to select users. Be sure to check the box provided if you'd like to be copied on messages you send. The **View Sent Messages** link will display all messages that you send for your later reference.

### Good Things to Know

- To select multiple users, hold your Ctrl key down and click on each recipient's name. Continue holding the key down as you click **Add** to select their names.
- Messages sent to multiple users are sent as bcc's, so recipients will not know who else may have received the message. (See below for information on customizing a message by incorporating data fields.)
- If you use Groups in your course, you can send messages to students in a group by selecting the group name.
- You can update the recipient(s) in a message from the **Sent Messages** list and send the same message to other users at another time. The original message will remain unaltered in the **Sent Messages** file for future reference.
- You can send a message at a specified time if you wish.

### Compose Your Message

Use the pull-down menu in the **To** field to select groups, roles or individuals as recipients. You can ignore the **Exclude** option unless you have an actual need to exclude specific groups, roles or individuals.

Below the message textbox, you'll find a batch of data fields. If you copy a data field and paste it into your message, Moodle will autofill that specific data into the message. In this example, the student's first name will be dropped into the message along with the date s/he last accessed the course. These instructions explain [how to customize a message](#) with these fields.

If you select **Configuration** from the Quickmail block, you can choose "Multiselect" as your preferred recipient selection style and return to the "classic" selection mode.

### Copy a Sent Message

To send an exact or revised copy of a message already sent to a student(s), open the **View Sent** link, then click on the **View** button associated with the message. Click on the **Duplicate** button, then select the recipient(s) and make any adjustments needed before sending. The original message will remain in your history unchanged.