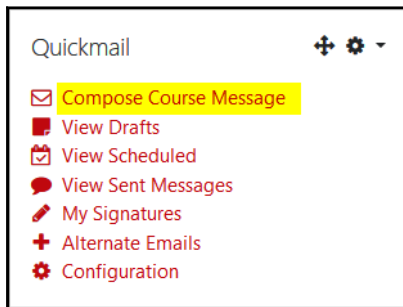


## Faculty: Use Quickmail Block

Hart Wilson - 2020-10-05 - 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.

### Changes to Quickmail in Moodle 3.6

For users of Quickmail in earlier versions of Moodle, opening the **Compose Course Message** link takes you to a very different interface for selecting message recipients. Fortunately, you can revert to the former method of selecting recipients if you wish by updating the configuration settings shown here. (Note that if you do change the

configuration, once you save your preferences, you'll need to go back to your dashboard to access your course—silly Moodle!)

Here's how things work (see below for a written explanation):

The screenshot shows the Moodle course message configuration interface. The main form includes fields for 'From' (teacher@sou.edu), 'To' (No included recipients), 'Exclude' (No excluded recipients), 'Subject', and 'Body'. The body contains a greeting and a message about Moodle access. Below the body is a section for 'Supported user data fields' with various placeholders like [firstname], [lastname], etc. The 'Attached files' section is empty. The 'Signature' is set to 'None'. The 'Send at' section shows a date of July 16, 2019, at 15:00, with an 'Enable' checkbox. The 'Receive a send report' section has radio buttons for 'Yes' and 'No'. At the bottom are 'Send Message', 'Save Draft', and 'Cancel' buttons.

Annotations and callouts:

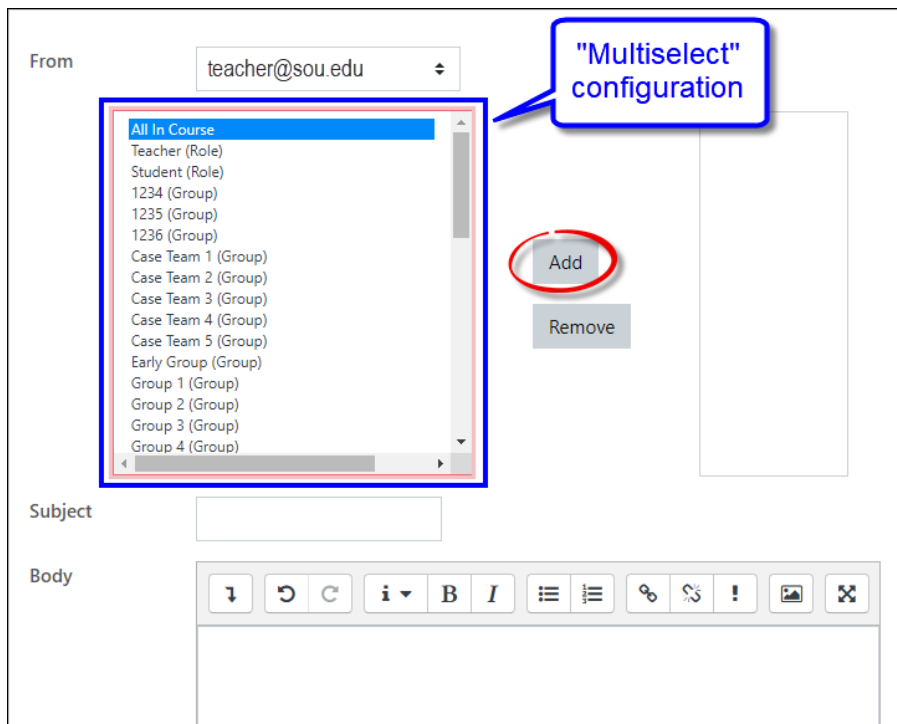
- Select groups, roles or individuals from pull-down menu.** (Green box pointing to the 'Who should receive this message?' dropdown)
- Ignore unless you need to exclude groups, roles or individuals.** (Red box pointing to the 'Who should NOT receive this message?' dropdown)
- Update configuration settings to display list of recipients.** (Blue box pointing to the 'Configuration' link in the Quickmail sidebar)
- Copy and paste data fields to customize message.** (Purple box pointing to the 'Supported user data fields' section)
- Click to enable timed release.** (Orange box pointing to the 'Enable' checkbox in the 'Send at' section)

Configuration sidebar (Quickmail):

- Compose Course Message
- View Drafts
- View Scheduled
- View Sent Messages
- My Signatures
- Alternate Emails
- Configuration** (highlighted)

Configuration settings:

- Prepend Course name: Course short name
- Receive a send report: Yes
- Preferred message sending method: My Preferred Recipient Picker Style
- Email: Autocomplete (dropdown menu showing Autocomplete and Multiselect)
- Buttons: Back, Reset to default, **Save preferences** (circled in red)



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 to which we have grown accustomed. (Students do not have this ability at this time.)