

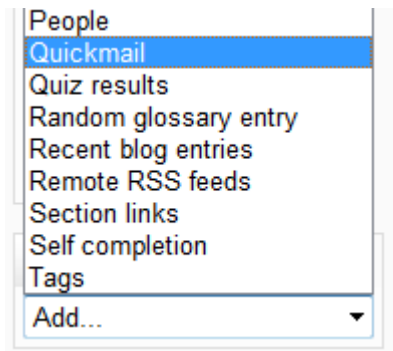
HKU Moodle Quickmail Guide

The Quickmail is a block that provides emailing capability within Moodle courses. It allows teachers to email students with the following functions:

- sending regular emails
- emails can have attachments
- keeping email history
- sending emails with student groups
- students can be allowed to use Quickmail too

Add a Block

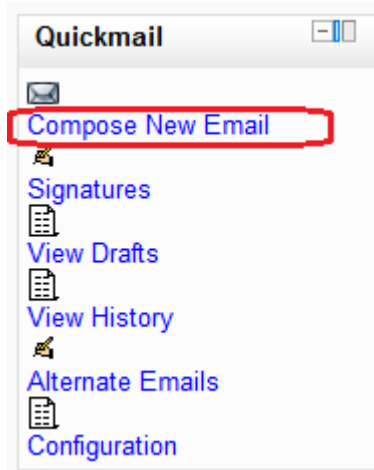
1. Click **Turn Editing On** button on the course site.
2. Select **Quickmail** from the Blocks dropdown menu in the lower left corner.



3. Click **Turn Editing Off** button on the course site.

Compose New Email

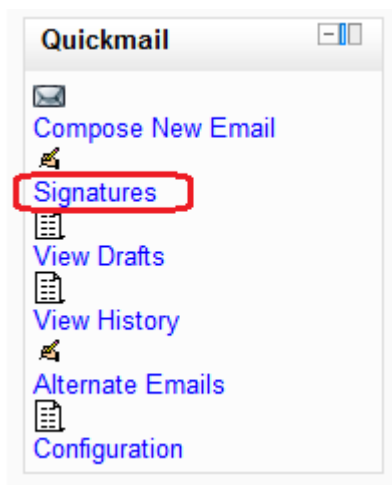
1. Click **Compose New Email** link inside the *Quickmail* block.



2. Select **recipients** from the **Potential Recipients**, and click "**Add**".
3. Type in your **Subject** of the email and the email **Message**, attach a file in the **Attachment(s)** section.
4. Click **Send email** button to send.

Setup Signatures

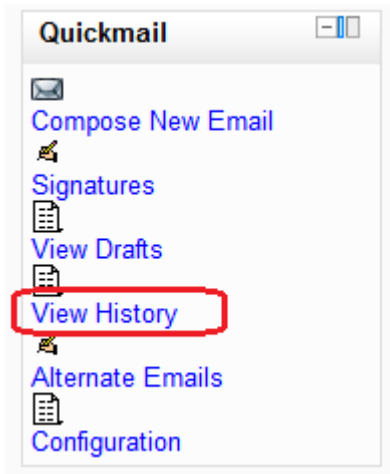
1. Click **Signatures** link inside the Quickmail block.



2. Input the **Title** of your Signature.
3. Setup your Signature content and style.
4. Click **Save changes** button.

Review History

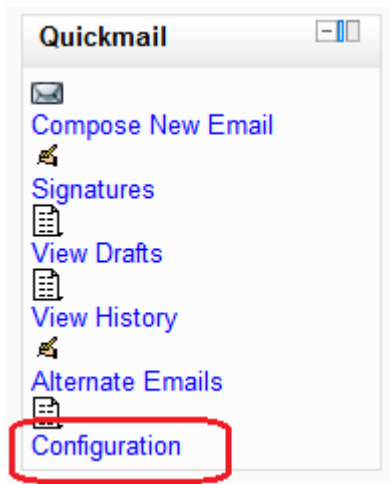
1. Click **View History** link inside the block.



2. Click **magnifying glass** icon to review individual message.
 - Note that this icon will get you back to the *Compose email* screen, which will be pre-filled with the original values from the old email. This is handy for resending an email to a particular user or for sending similar emails.
3. You can delete a record by clicking the **red x** icon.

Allow Students to Send Emails

1. Click **Configuration** link in the block.



2. Change the **Allow students to user Quickmail** dropdown list to **Yes**.
3. Click **Save changes** button.

Tips

- If you do now allow students to use Quickmail - they will not even see the block on the site homepage.
- **Attachment** behaves differently for Students and for Teachers.

- *Students* can select a file from their hard drive to attach to the email. This file is only temporarily stored on the server and it deleted after the email has been sent.
- *Teachers* use the standard course files interface. These files are stored in the course files and are never removed by Quickmail.