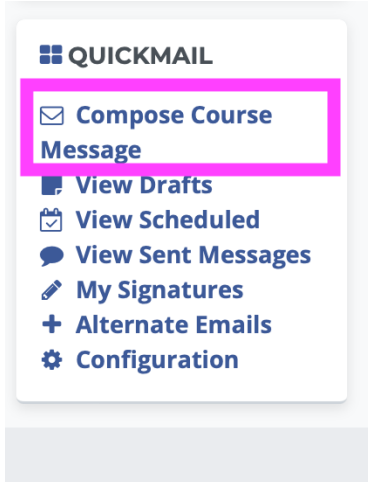


How-To Use Quickmail

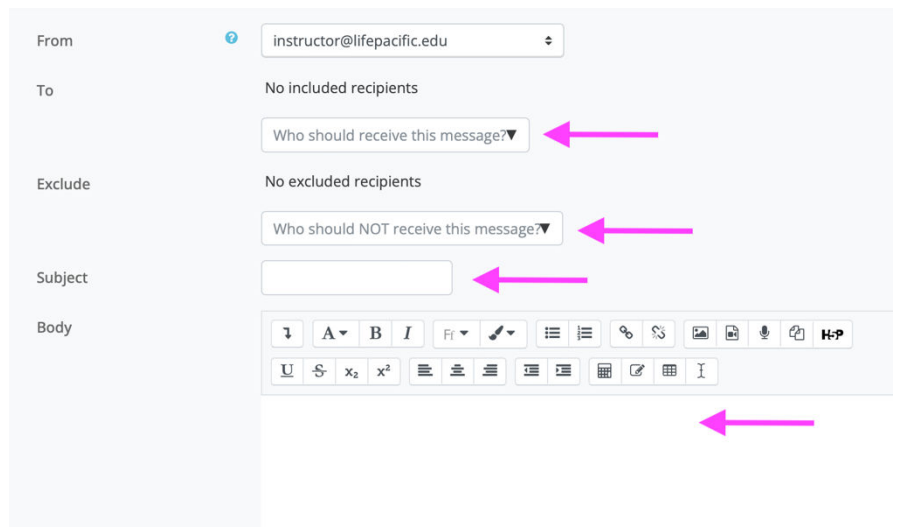
Quickmail is a Moodle resource that can be used to email some or all of your students at once. It is like sending a targeted announcement. Quickmail can also be scheduled for delivery on a specific date.

The following steps will guide you through the process.

1. **Log in to your Moodle course.** This step is VERY important as a Quickmail that is accidentally sent from your general dashboard may go to the entire LPU population!
2. Scroll ALL the way down to the bottom left of your main page and select “Compose Course Message” under QUICKMAIL:



3. From here you will select which students (from the drop-down menu) you would like “include” or “exclude” for the email.
4. Choose a subject line that is warm and inviting.
5. Compose the body of your message.

A screenshot of the Moodle Quickmail composition form. The form has several fields: "From" (instructor@lifepacific.edu), "To" (No included recipients, with a dropdown menu "Who should receive this message?" and a pink arrow pointing to it), "Exclude" (No excluded recipients, with a dropdown menu "Who should NOT receive this message?" and a pink arrow pointing to it), "Subject" (empty text box with a pink arrow pointing to it), and "Body" (rich text editor with a pink arrow pointing to the toolbar). The toolbar includes options for bold, italic, underline, link, unlink, list, table, and other formatting tools.

6. Scroll down to include attachments (updated assignment instructions, a link to a quick bumper video, etc.) as needed by dragging and dropping.
7. If you would like to schedule your message for a specific date, “enable” the feature and include the date/time for delivery. If no date is selected, the message will send as soon as you complete step 8.

The screenshot shows a messaging interface with the following elements:

- Attached files:** A section on the left with the heading "Attached files".
- Files section:** A box at the top right with the heading "Maximum size for new files: Unlimited". It contains a "Files" section with a dashed border and a plus sign icon. Below it, a pink star icon and a plus sign icon are shown, with the text "You can drag and drop files here to add them."
- Signature:** A section with the text "You have no signatures. [Create New.](#)"
- Send message as:** A dropdown menu set to "Email".
- Send at:** A date and time selector with fields for "10", "April", "2024", "07", and "15". A calendar icon is to the right of the date fields. A pink arrow points to the "Send at" label. The "Enable" checkbox is circled in pink.
- Receive a send report:** A section with a question mark icon and radio buttons for "Yes" (selected) and "No".
- Buttons:** "Send Message", "Save Draft", and "Cancel" buttons at the bottom.

8. Once you are finished, scroll to the bottom and click “Send Message.”

Engaging with your students is one of the tips for humanizing your online classroom.