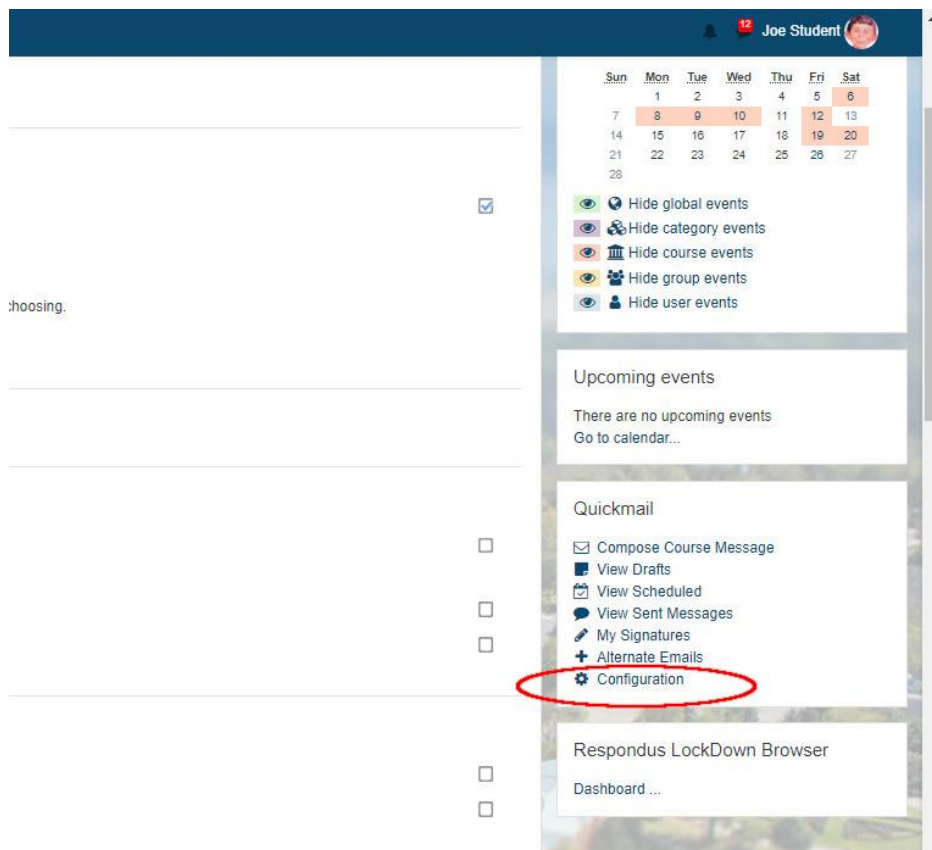


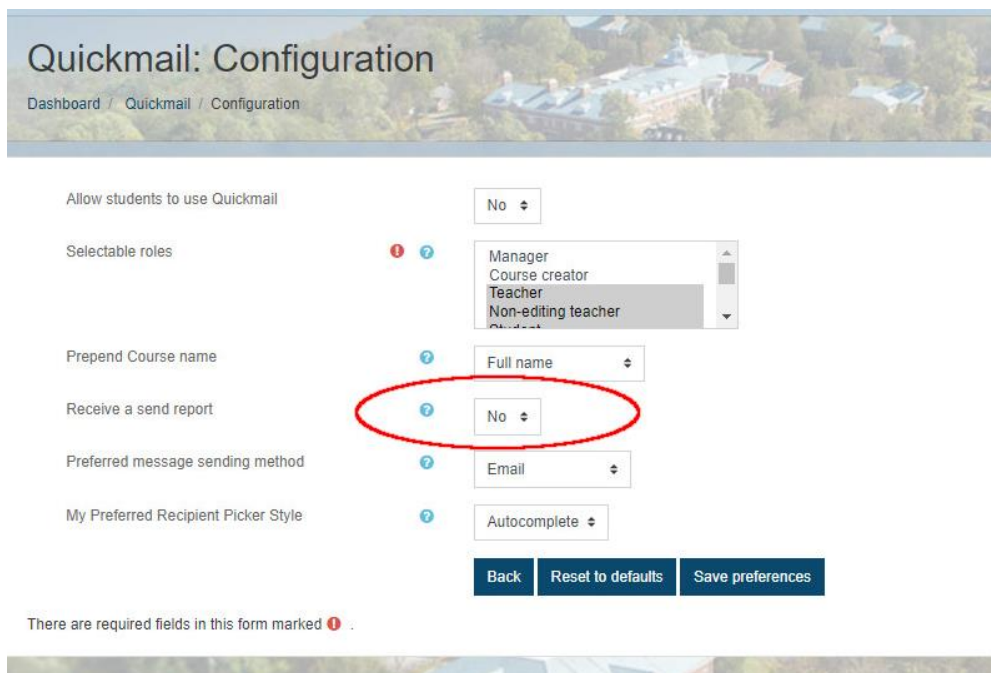
Changing QuickMail settings to enable e-mail message receipt of sent messages

You can configure QuickMail to send you a receipt of any sent messages, including the text of the message.

1. Go to the QuickMail block on the lower right. Click Configure.



2. Change the Receive a Send report to Yes.



3. The send receipt will look something like this. At the bottom is the text of the message. There is a link in the message for viewing 'further details of this sent message'.

The screenshot shows an email client interface. On the left is a list of messages. The selected message is from Reiley Noe (via Moodle) with the subject 'Sent Message: test for recipet', sent at 10:54 AM. The message body says 'Your message has been sent! You can view further details of this sent message'. Below this are several other messages from Sarah McNair Vosmeier, Hanover College, Office of Communications, Carey Adams, and Eric LaRue.

The right pane shows the details of the selected message:

- Subject:** Sent Message: test for recipet
- From:** Reiley Noe (via Moodle) <noreply@moodle.hanover.edu>
- To:** Reiley Noe
- Message details summary:**
 - Course:** Course B
 - Message Subject:** Sent Message: test for recipet
 - Recipients:** 1
 - Additional Recipient Emails:** None
 - Sent To Mentors:** No
 - File Attachment Count:** 0
- Message Body:** did you get this Joe? ← Text of the message here

4. Here are the 'further details'

The screenshot shows a 'View Message Details' page. At the top, it says 'test for recipet' and 'Back to course'. Below this is a table with the following information:

Status	Sender email address	Status	Date
Sent	noe@hanover.edu	cB	2021-02-26 10:53 am

Below the table, the 'Email Content' is displayed as 'did you get this Joe?'. There are sections for 'Recipients 1' (listing 'Joe Student (student16@hanover.edu)'), 'Failed or Pending Recipients 0', 'Additional emails 0', and 'Send copies to mentors' (set to 'No'). At the bottom, there are 'Attachments 0' and two buttons: 'Back to course' and 'Duplicate'.