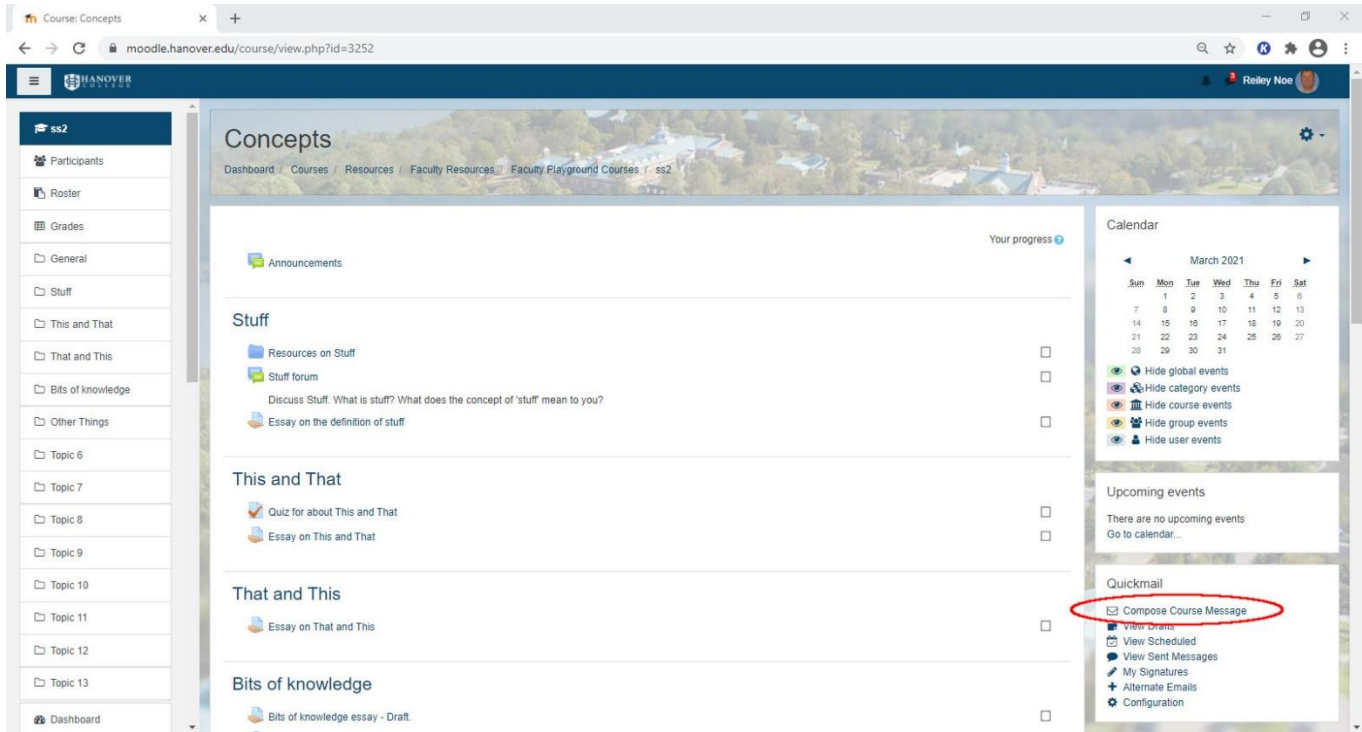


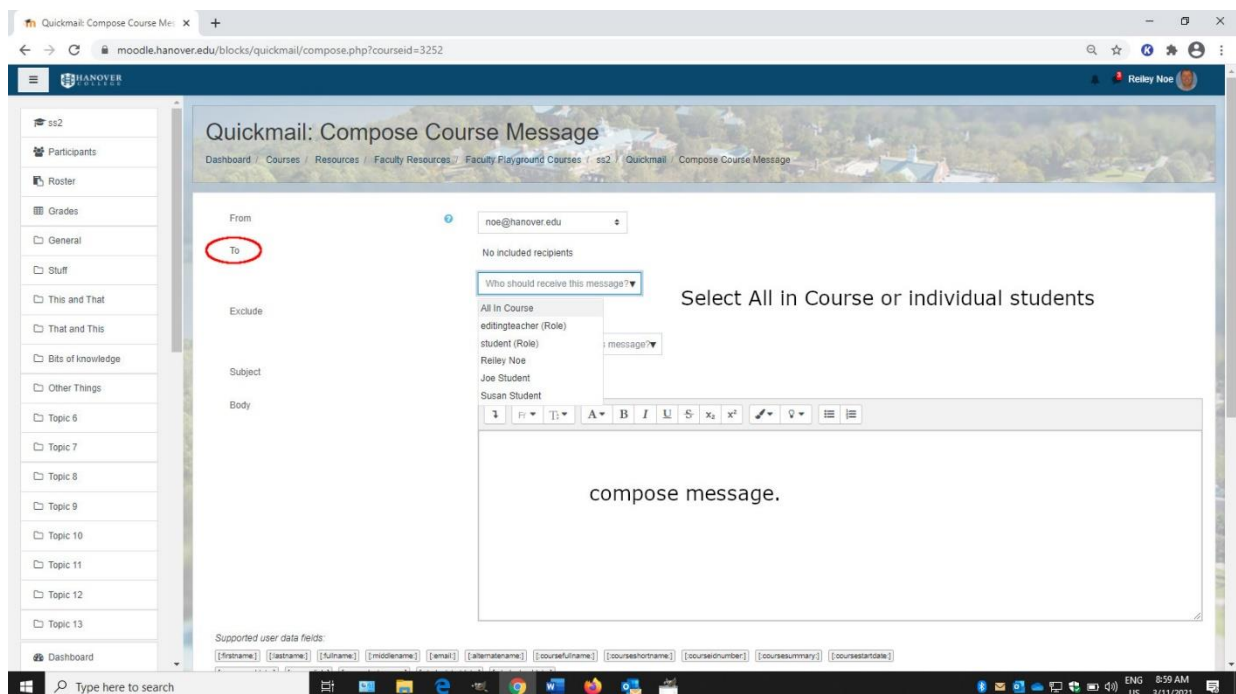
QuickMail

You can use QuickMail to sent e-mail to students. This is a one-way communication tool from instructor or tutor to student– it is not configured currently so that students can email other members of the class with QuickMail by default, though this can be changed in the settings. .

1. Click on the Configure QuickMail Message link in the QuickMail Block to the lower right side of the course.

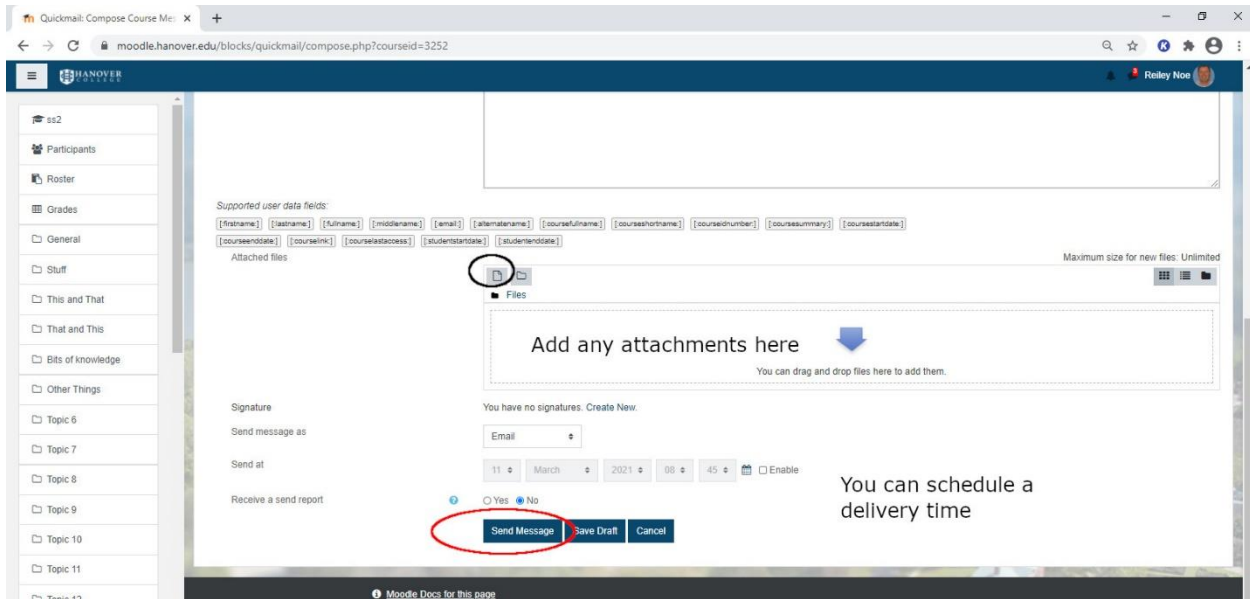


2. The Dropdowns will allow you to send the message to individuals or the entire class. You can pick multiple individuals. Compose your message in the text box.



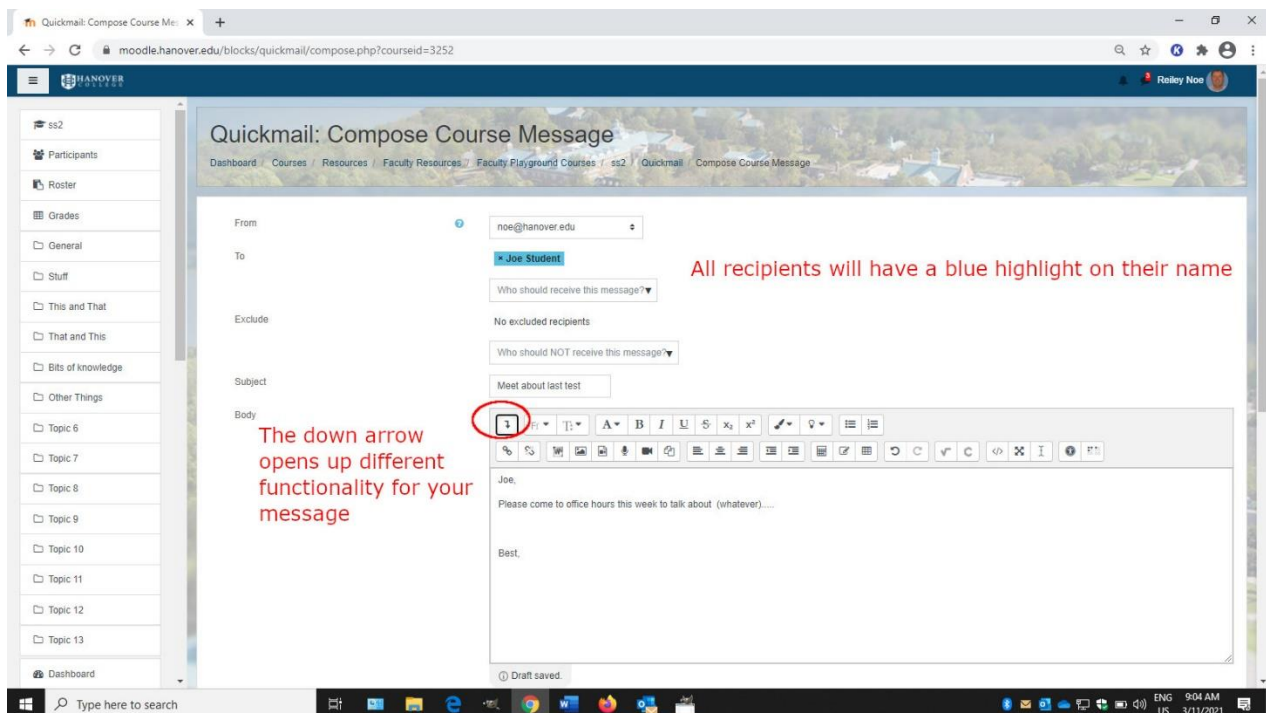
- If you are sending out an attachment – a word doc, Excel file, etc, you can use the file picker in the area below the tags to pick a file on your computer to distribute with the message. You can even schedule a delivery time. For example if you are working late at night and don't want your students to see a late night timestamp on the email, you can have the message send itself at another time that you choose.

Click Send Message to send.



- Here is an example. I'm emailing only Joe Student – his name and any others that I add will appear with a blue highlighter over them.

On the text box, the down arrow adds functionality. You can use the icon next to the square root key to create chemical formulae or notation in your message.



5. If you want a receipt, change the radio button to say Yes. Either way, click send message to send message.

