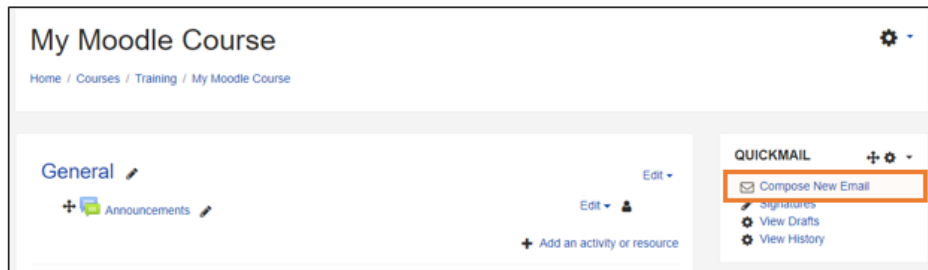


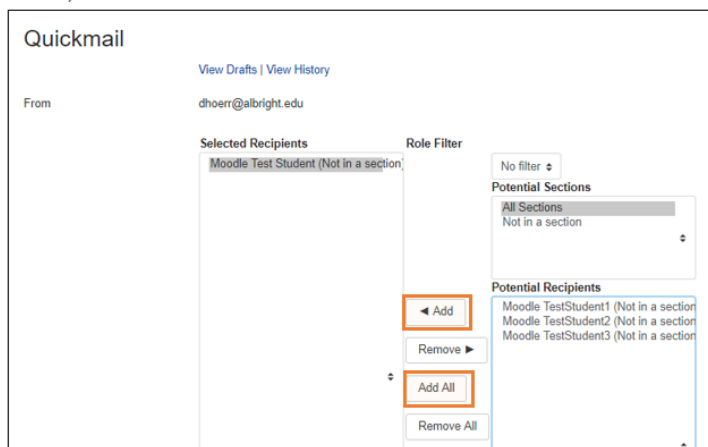
HOW DO I EMAIL MY STUDENTS?

Quickmail is a feature in Moodle that allows all course participants to easily email one another or the whole class without needing to know their email address. Messages go to the student's or instructor's Albright email address. The Quickmail block is found on the right side of each course page.

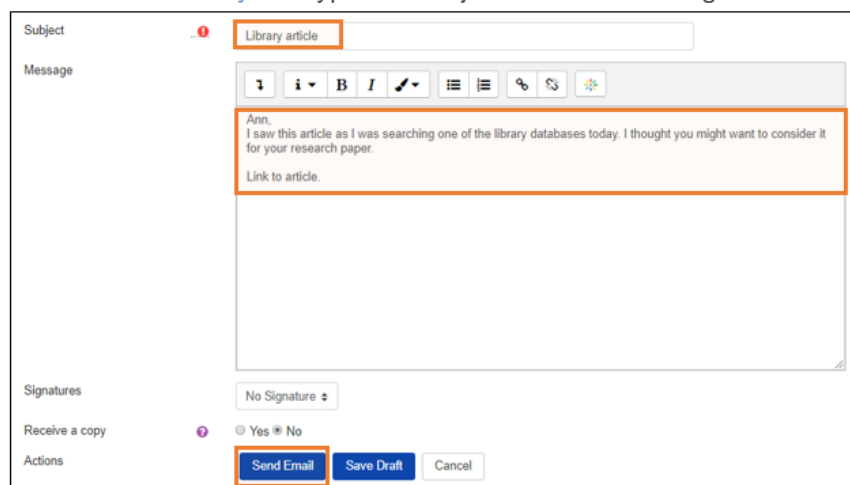
To write a message, **click** [Compose New Email](#).



To add students individually, **click** on their name, then **click** [Add](#). To email the whole class, **click** [Add all](#).

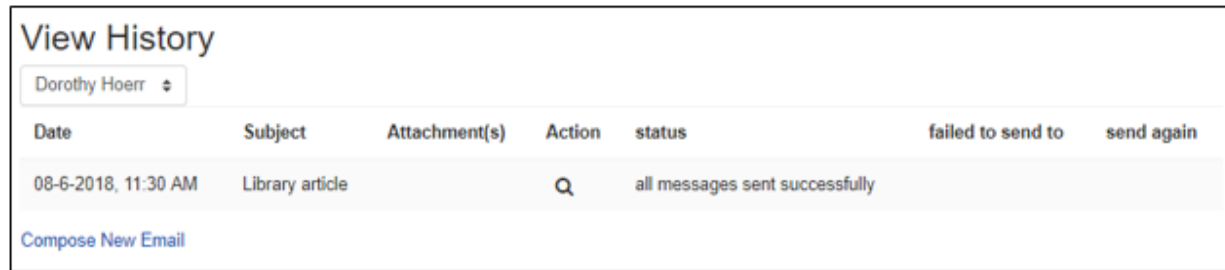


Scroll down to [Subject](#). Type the subject line and message. **Click** [Send mail](#).



HOW DO I EMAIL MY STUDENTS?

You will then see the View History page, showing your message sent successfully or recipients it didn't reach.



Date	Subject	Attachment(s)	Action	status	failed to send to	send again
08-6-2018, 11:30 AM	Library article		Q	all messages sent successfully		

[Compose New Email](#)

You can return to this page at any time by clicking View History in the Quickmail at the right of the page in Moodle.

