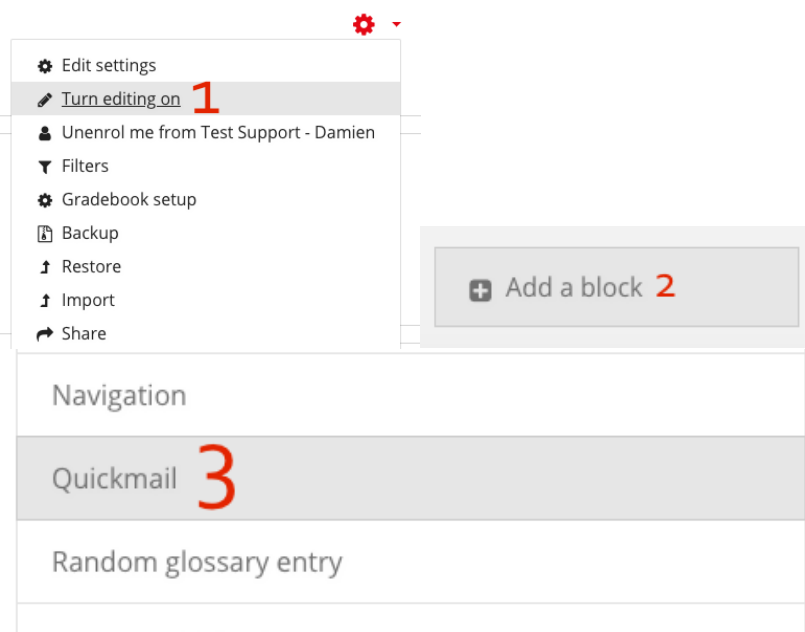


HOW TO USE QUICKMAIL PLUGIN ?

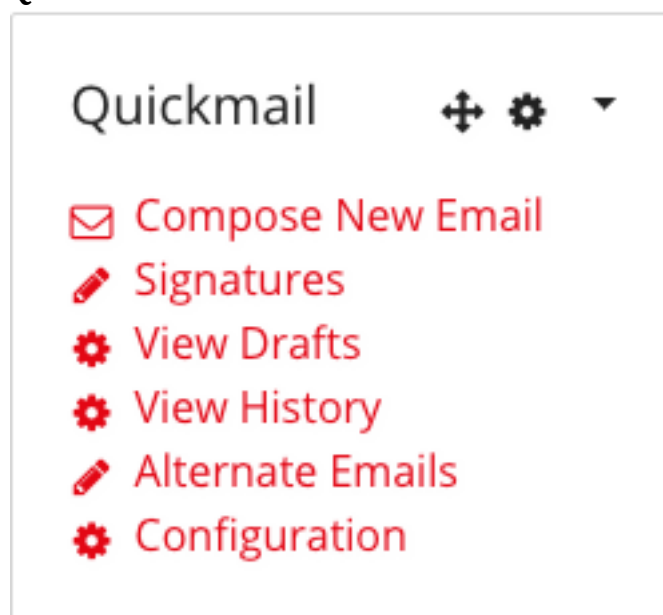
Quick mail gives you the ability to send emails in bulk with attachments directly from your Moodle course.

Setting up (from your course):

- 1- Click on the cogwheel at the top right > "turn editing on"
- 2- At the bottom of the left column click on "add a block"
- 3- Select "Quickmail"



Quickmail block overview :



Usage :

- 1- Compose new Email
 - By user
 - To all users
 - By group
 - To all groups
- 2- Create signatures
- 3- View drafts
- 4- View history
- 5- Alternate Emails (to send emails from another email address)
- 6- Configuration

1) Compose new Email

The screenshot shows the Moodle Quickmail interface. On the left, there are labels for 'From', 'Attachment(s)', 'Subject', and 'Message'. The main area is titled 'View Drafts | View History' and shows the email address 'damien.mieszkowski@epfl.ch'. Below this, there are sections for 'Selected Recipients' and 'Role Filter'. A dropdown menu for 'Potential Groups' is open, showing options like 'All Users', 'All Groups', '1', '2', and 'team 01'. Red arrows point to the 'Add' button, the 'Potential Groups' dropdown, and the 'Add All' button. Below the recipients section, there is a 'Files' section with a dashed box for attachments, a 'Subject' field, and a rich text editor with a toolbar. Red text labels 'Add attachments', 'Add title', and 'Add text' are placed next to their respective elements. A red circle with the number '1' is overlaid on the 'From' field.

2) Create signatures

Choose...
New Signature
✓ Signature 1 (Default)
Signature 2

← possibility to create several signatures

Signature 1 Title

Signature


Xxxxx XXXX
XXXXXXXX
Tel: 00000000
Mail: @@@@ @@@@

Information

set the default signature → Default

Save changes Delete Cancel

Actions

There are required fields in this form marked  .

3) View drafts

From «Compose new Email » you can save the composed mail as a draft.

Subject

Message

Compose my draft

Compose my draft

Signatures

Signature 1

Receive a copy Yes No

Send Email Save Draft Cancel

Once saved this draft is visible from "View Drafts"

View Drafts

Damien Thomas Mieszkowski ↕

Date	Subject
12-20-2018, 11:08 AM	Compose my draft

[Compose New Email](#)

4) View history

View History

Damien Thomas Mieszkowski ↕

Date	Subject	Attachment(s)
12-19-2018, 2:15 PM	sdssff	1.png
12-19-2018, 2:13 PM	SSWSWSWSWSWSWSWS	
12-17-2018, 5:16 PM	test	AR-456.PNG

[Compose New Email](#)

5) Alternate Emails (to send emails from another email address)

Alternate Emails

▼ Test Support - Damien


Email address



jean.pelouere@gmail.c

Save changes

Cancel

There are required fields in this form marked  .

Once the new address is registered you will receive a confirmation email on this address.
After confirmation you can (from "compose new email") send an email from this new address

✓ damien.mieszkowski@epfl.ch
 jean.pelouere@gmail.com

Selected Recipients **Role Filter**

6) Configuration

Configuration

Allow students to use Quickmail
for sending emails between students of the same group

Restore System Defaults

Yes ⇅

Roles to filter by
select the filters that will be available from "Compose new email"



course creator

Professor

Teacher

Non-editing teacher

Student

Prepend Course name
to add the prepend in the subject of the mail

None ⇅

Receive a copy

No ⇅

Save changes

There are required fields in this form marked ❗ .