

# NCKU Moodle Instruction Manual – Quickmail

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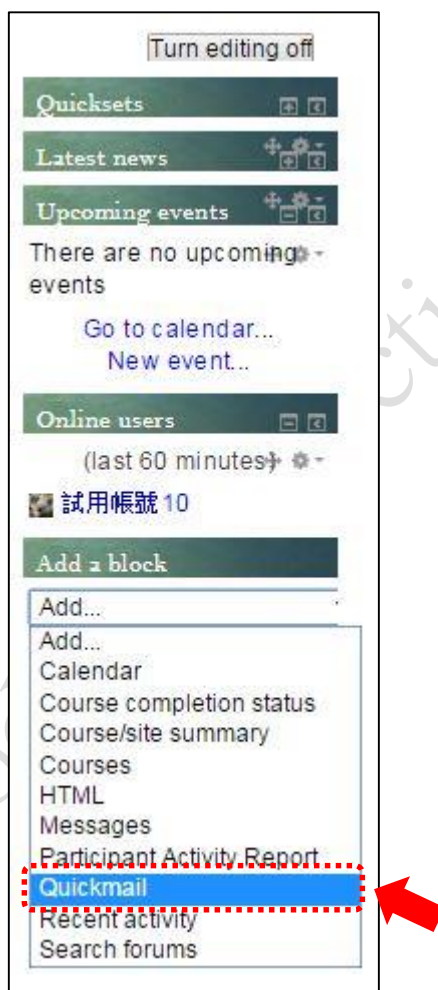
NCKU Moodle Instruction Manual

Teacher use Quickmail to send e-mail directly to students. Teacher don't need to collect students' e-mail.

## I. Add Quickmail

This block doesn't enable by default; therefore, teacher needs to create it.

1. Turn editing on → Add a block → Quickmail

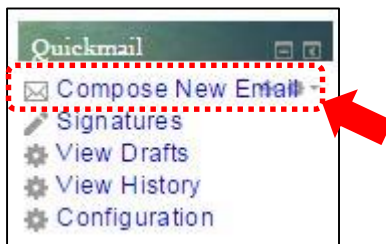


2. Complete adding



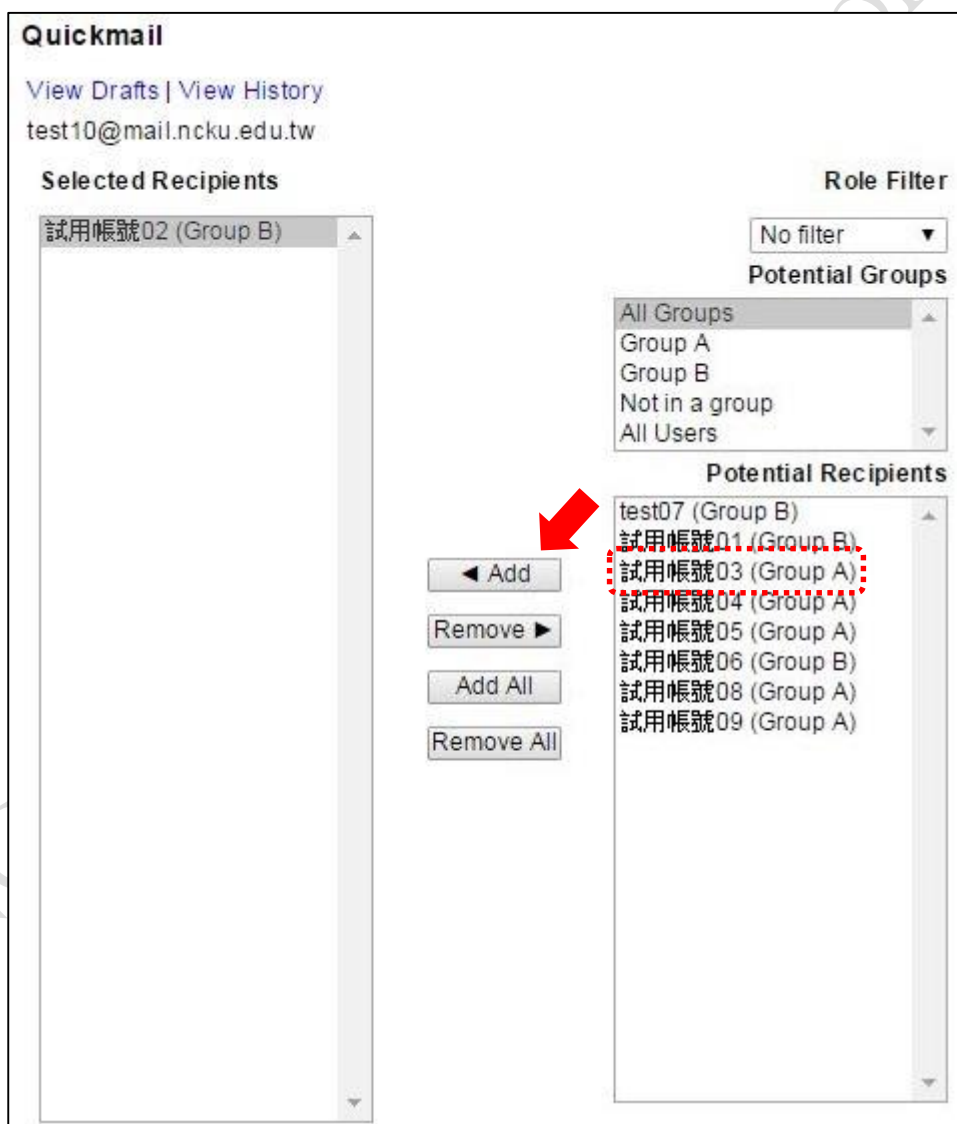
## II. Compose New Email

1. Click “Compose New Email”



2. Choose the recipients

The selected recipients are show at the “Selected Recipients” (left side). You can choose the recipients from the “Potential Recipients” (right side). If there are groups, then you can select the group.



3. Editing content

The screenshot shows an email composition interface. At the top, there is a 'Subject' field containing the text 'TEST', marked with a red dashed box and the number (1). Below it is a large 'Message' text area containing the text 'The message tset', also marked with a red dashed box and the number (2). Further down, there is a 'Signatures' dropdown menu set to 'No Signature', marked with a red dashed box and the number (3). Below that is a 'Receive a copy' section with radio buttons for 'Yes' and 'No', marked with a red dashed box and the number (4). At the bottom, there are three buttons: 'Send Email', 'Save Draft', and 'Cancel'. A red arrow points to the 'Send Email' button. A message at the bottom right of the form reads 'There are required fields in this form marked \*.'

- (1) Subject  
The subject of this mail.
- (2) Message  
The content of this mail.
- (3) Signatures  
The signatures attached to the letter.
- (4) Receive a copy  
Receive a copy of the email being sent.

4. Click "Send Email" button to show the sending result.

**View History**

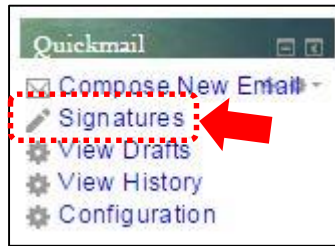
Date	Subject	Attachment(s)	Action	status	failed to send to	send again
Saturday, 12 December 2015, 3:53 pm	TEST		🔍	all messages sent successfully		

[Compose New Email](#)

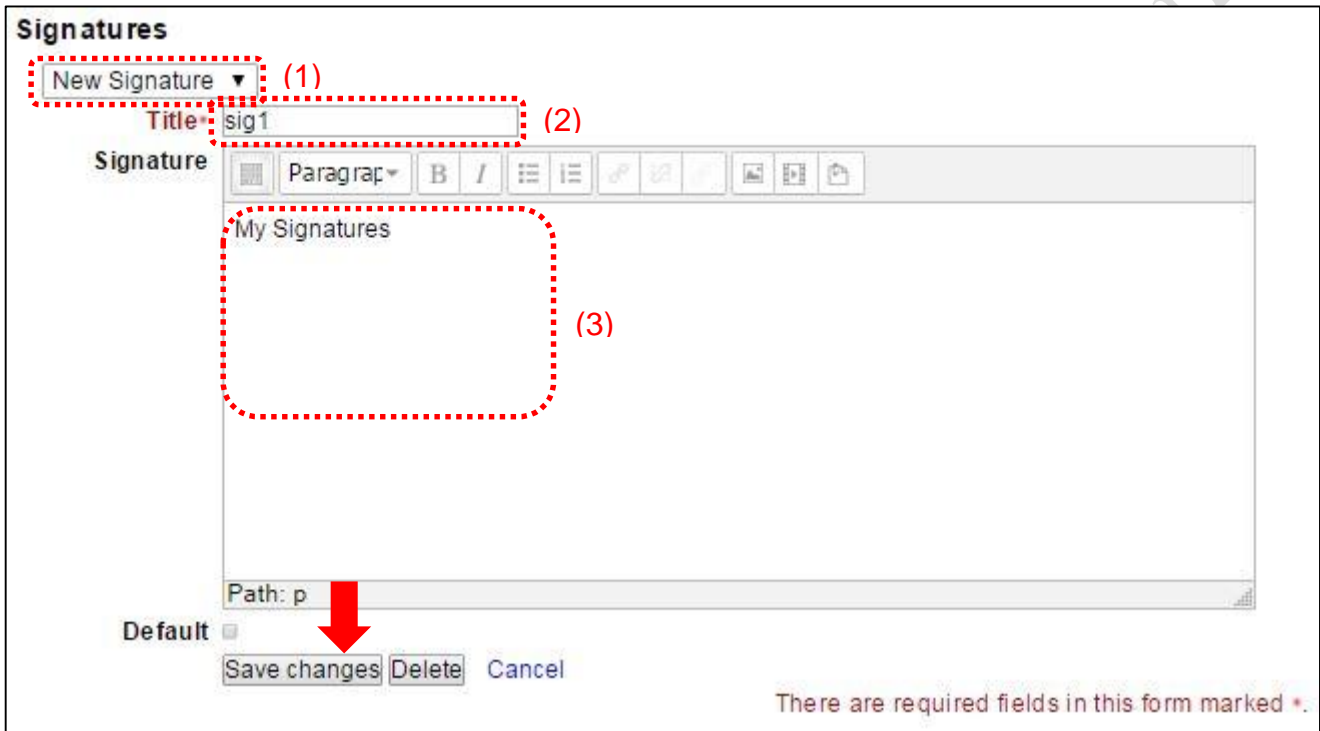
### III. Signatures

Signatures are attached to the letter. Teacher can create several signatures.

1. Click “Signatures” link



2. Editing



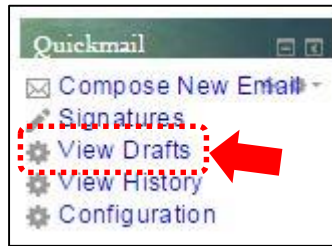
- (1) Select menu  
You can select to create new signature or modify the exist signature
- (2) Title  
The title of the signature
- (3) Signatures  
The content of the signature

3. Click “Save change” button to complete the setting

## IV. View Drafts

When your mail is not immediately sending, it will be save as draft and send it later.

1. Click “View Drafts” link



2. After listing the saved drafts, you can send the mail or delete it.

**View Drafts**

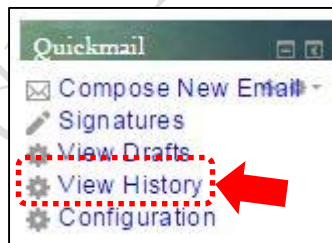
Date	Subject	Attachment(s)	Action	status	failed to send to	send again
Saturday, 12 December 2015, 4:14 pm	TEST		<a href="#">Open</a> <span style="border: 1px dashed red; padding: 2px;">✕</span> <a href="#">Delete</a>	Draft		

[Compose New Email](#)

## V. View History

List the sending record and result

1. Click “View History” link



2. List the sending record and result

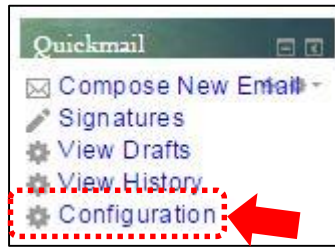
**View History**

Date	Subject	Attachment(s)	Action	status	failed to send to	send again
Saturday, 12 December 2015, 3:53 pm	TEST		🔍	all messages sent successfully		

[Compose New Email](#)

## VI. Configuration

1. Click “Configuration” link



## 2. Setting

### (1) Allow students to use Quickmail

The quickmail feature can only be use by teacher by default. If enable this feature, student can use quickmail feature as well.

### (2) Roles to filter by

You can choose the recipients.

### (3) Prepend Course name

Besides the title, it will add the setting value when you send the mail.

### (4) Receive a copy

Receive a copy of the email being sent.

## VII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ∙ 61029.