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**

![Quickmail interface with instructions on selecting users or groups, adding individually, and adding by group.](image-url)
2) Create signatures

- possibility to create several signatures

3) View drafts

From «Compose new Email » you can save the composed mail as a draft.
Once saved this draft is visible from "View Drafts"

View Drafts

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-20-2018, 11:08 AM</td>
<td>Compose my draft</td>
</tr>
</tbody>
</table>

Compose New Email

4) View history

View History

<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>Attachment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-19-2018, 2:15 PM</td>
<td>sdssff</td>
<td>1.png</td>
</tr>
<tr>
<td>12-19-2018, 2:13 PM</td>
<td>sswswwsswwsswwsww</td>
<td></td>
</tr>
<tr>
<td>12-17-2018, 5:16 PM</td>
<td>test</td>
<td>AR-456.PNG</td>
</tr>
</tbody>
</table>

Compose New Email

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

Alternate Emails

- Test Support - Damien

Email address

 jean.pelouere@gmail.c

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.

6) Configuration

Configuration

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

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

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

Receive a copy

There are required fields in this form marked 🟢.