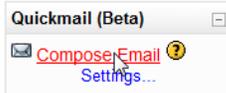


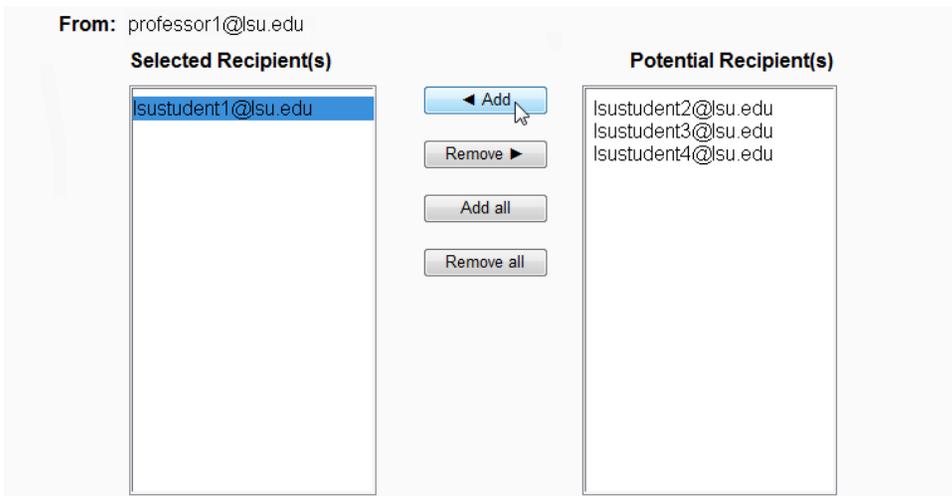
Moodle: Quickmail

Quickmail allows Moodle users to send e-mail directly to other users via their LSUHSC e-mail accounts. It also allows users to send e-mail via Microsoft Outlook to recipients. This article will direct users through this process.

1. Login to Moodle.
2. In the right margin of Moodle's layout under **Quickmail**, click **Compose Email**.



3. Select the recipient(s) of this e-mail by clicking on their e-mail address in the **Potential Recipient(s)** window, then clicking **Add** to move them to the **Selected Recipient(s)** window. To remove a recipient from the **Selected Recipient(s)** list, click on their e-mail address and then click **Remove**. Users also have the option of **Add all** and **Remove all**.



4. After selecting the recipient(s) of this e-mail, proceed by typing the subject of the e-mail in the **Subject** field and typing the body of the e-mail in the **Message** box. Users have the luxury of a tool bar that allows customization of style, size, and language. There is also a Spell Check and Math Function that works within the box. When finished, users can add an attachment by clicking the **Browse** button and searching their computer or peripheral device for it. If they choose not to add an attachment, click **Send Email** to complete the process.

Subject:

Message:

Trebuchet 3 (12 pt) Normal Lang **B I U**     

Body of the email.

Read carefully ?
Write carefully ?
About the HTML editor ?

Path: body



Attachment:

Maximum attachment size allowed: 10MB

NOTE: Users also have the option of using an external email client, Microsoft Outlook, to send e-mail. This is useful if there are other recipients that need to be sent this e-mail that do not have an affiliation with Moodle. This is done by clicking the **Use external email client to send this message** button located above the **Subject** field.
