



Emailing your students through Moodle

- To email your students, you need to add the QuickMail block.
- Log into Moodle, and go to your class.
- Turn editing on
- Scroll down to the bottom right of your screen.
- Look for the “Add a Block” header.
- From the add menu, select QuickMail.

Setting up QuickMail so students can email each other

- Follow the instructions above to add the email block to Moodle
- Click “Configuration.”
- Change “No” to “Yes”
- Save Changes.
- Students in your class can now email each other through Moodle!

