Using Quickmail in OnCourse

How do you use Quickmail in *OnCourse*?

Quickmail Overview

The *Quickmail* block allows instructors and Teacher Assistants (and students, if the instructor allows) to send emails to course members from *OnCourse*.

> **Note**: Emails sent from *Quickmail* are always sent immediately and are sent separately from other *OnCourse* email notifications. Messages from *Quickmail* are not affected by individual Profile settings for receiving emails as daily digests.

Email can be sent from - but not received in - *OnCourse*. *OnCourse* users do not have a mail inbox within the course site. All email goes to users' FredMail.

Quickmail is added to new courses by default. If you do not see the *Quickmail* block in your course, you may add it. (Refer to separate directions for adding blocks, in *OnCourse* Help.)

Step-by-step guide

To send a message using Quickmail:

1. In the *Quickmail* block, click **Compose New Email**.
2. Set up filters for *Potential Recipients:*
   a. **Filter by Role:**
      i. To limit *Potential Recipients* by role, select a **Role** from the *Role Filter* menu (e.g., **Student**, **Non-Editing teacher** or **Teacher**).
      ii. To include all members of the class, leave the *Role Filter* set to **No Filter**. (Later you will choose *Add All.*)
      iii. *OnCourse* will highlight all names that fit the filtering criteria.
   b. **Filter by Section or Group**
      i. To limit *Potential Recipients* to a particular *Class Section* or *Group*, under *Potential Sections* click a **Group name** or **Section name**.
      ii. To include more than one section or group, hold down **Command (Mac)** or **Control (Windows)** and click additional names in the *Potential Section* list.
      iii. Individuals that match the *Role Filter* and *Potential Sections* selection will be highlighted as *Potential Recipients*.
3. Add names to the *Selected Recipients* list (at left):
   a. To limit *Potential Recipients* to a particular *Class Section* or *Group*, under *Potential Sections*, click a **Group name** or **Section name**.
   b. To include more than one section or group, hold down **Command (Mac)** or **Control (Windows)** and click additional names in the *Potential Section* list.
   c. To include all course members as recipients, click **Add All**.
4. As course members are added to the *Selected Recipients* list, they will be removed from the *Potential Recipients* list.
5. To remove names from the *Selected Recipients* list (optional):
   a. To remove all names, click **Remove All**.
   b. To remove all highlighted names, click **Remove >**.
   c. To remove an individual name, click the name, then click **Remove >**.
6. Continue filtering, and adding or removing recipients as needed.
7. Compose and send your message:
   a. To attach a file to your message (optional), above the *Subject* and *Message* boxes, for *Attachment(s)*, click **Add** (for a single file), or **Create Folder**. Select the file(s) to attach and click **Add** or **Select this file** (depending on the source from the *File picker*). Attached file(s) will be sent and received in the **.zip format.**
      i. Note: The maximum upload size for attachments is *, and is not changeable without special permission from *.
   b. Type a *Subject* line (required).
   c. Type your message into the *Message* box.
   d. Choose a *Signature* (optional). (See above for setting up a signature.)
   e. Choose **Yes** to *Receive a copy* of the message in your own mailbox (optional, default is **No**, you must select **Yes** each time you wish to receive a copy).
   f. Click **Send Email** to send the message. To confirm the message is sent, Moodle will take you to your *View History* page showing *Quickmail* messages you have sent from this course. Your message should show at the top of the list.
   g. Click **Save Draft** to save a draft and continue editing or return later to continue. Moodle will display a *Changes saved* message at the top of the *Quickmail* screen once the draft is saved.

To view and continue editing a draft email:

Once you have saved a draft email, you can return to edit and send it:

1. On the *Quickmail* block click **View Drafts**. A list of unsent emails will open with the most recent at the top.
2. Click the **magnifying glass** to open the draft. You will be returned to the *Quickmail* screen, where you may continue composing your message.
3. Click the **X** to delete a draft. *OnCourse* will ask you "Are you sure you want to delete the message… ." Click *Continue* to delete it.

To view your Quickmail history for the course:

The *View History* screen lists messages you have sent from the course that you are in at the moment that you send your email.

1. On the *Quickmail* block, click **View History**. The *View History* screen opens, displaying a list of sent messages.
2. To open a sent message and view recipients, click the **magnifying glass**. You will be returned to the *Quickmail* screen where you can review message recipients, and view, edit or re-send the message.

ⓘ **Hints:**

How is the Reply-to for Messages Sent from Quickmail controlled?

- If your profile is set to "Allow everyone to see my email address" or "Allow only other course members to see my email address," the "Reply-to" for emails sent by you will be your address as shown in your Moodle *Profile*.
- If your profile is set to "Hide my email from everyone," the "Reply-to" will be: *Do not reply to this email* noreply@moodle.oit.umass.edu
- **Note**: If your profile is set to "Hide my email from everyone," messages can still be sent to you from *Quickmail* (The *Quickmail* window never shows recipients' email addresses, only names).

May I filter recipients in Quickmail?

A feature that may be useful for large classes is the ability to filter recipients by role (e.g., Student, TA), type of section (Lecture, Lab or Discussion), or Groups if groups are already set up in the *OnCourse* settings). You may also send emails to *all participants* or *individual participants* in the course.

How may I create a signature?

You may automatically include a signature in email messages. **Note**: Signatures do not affect *From* or *Reply-to* fields and appear only in the body of the message.

1. To set up a signature to appear at the bottom of your sent messages, go to the *Quickmail* block. Click **Signatures**. The *Signatures* screen will open.
2. Enter a *Title* for the signature. The *title* will show in the dropdown where you choose a signature in the screen where you compose a message.
3. In the *Signature* box, enter the text you wish to appear as your signature at the bottom of email messages.
4. To make this your default signature, check **Default**.
5. Click **Save Changes** to save the signature. You will stay on the *Signature* screen. No confirmation message will be displayed, but new signatures should be added to the drop-down menu at left.
6. You may create additional signatures, edit an existing signature or return to your course page.

How may I configure Quickmail for student use and change default filters?

To allow students to use *Quickmail* and control which roles to filter:

1. On the *Quickmail* block, click **Configuration.**
2. For *Allow students to use Quickmail*, select **Yes** or **No**. (**No**, is the default setting.)
3. To add or remove the roles to filter by, **command-click** (Mac) or **control-click** (Windows) roles. (Highlighted roles are included as filtering options on the *Quickmail* screen).
4. **Note**: Configuring *Quickmail* affects only the course that you are working in at the moment.

Resources:

- Adapted from [UMass/Amherst Quickmail Directions](#)

Short URL to this page: https://answers.fredonia.edu/x/$action.getTinyUrl()

Related articles

- [Adding and Configuring Quizzes in OnCourse](#)
- [Adding a YouTube Video to OnCourse](#)
- [Create an Assignment in an OnCourse Gradebook](#)
- [Drop the Lowest Grade in OnCourse Gradebook](#)
- [Exporting Your Roster From OnCourse](#)