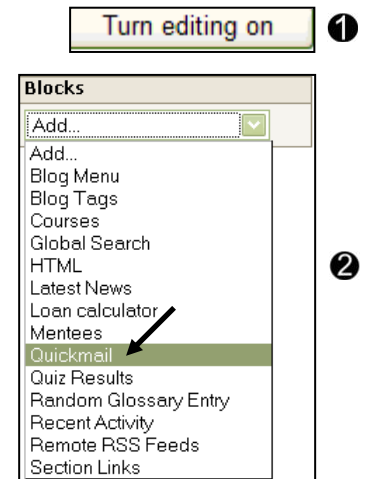


Adding the Quickmail Block

The Quickmail block is not added to courses by default. You will only need to complete these steps once per course.

1. Click the **Turn Editing On** button.
2. From the drop-down menu on the **Blocks** block, select **Quickmail**.



Sending an Email to Your Students

1. In the **Quickmail** block, click on **Compose**.
2. Check the box next to the name of the student you wish to email.
3. Type in a **Subject** for your email
4. Type in the text of your email in the **Message** box.
5. *Optional:* If you wish to send an attachment, click on **Choose or upload a file ...**
6. Click on **Send Email**
7. Click on Continue. The email will then appear in the inbox of the student's designated email.

