

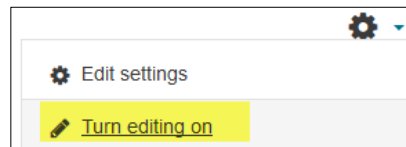
Send Class Email

Introduction

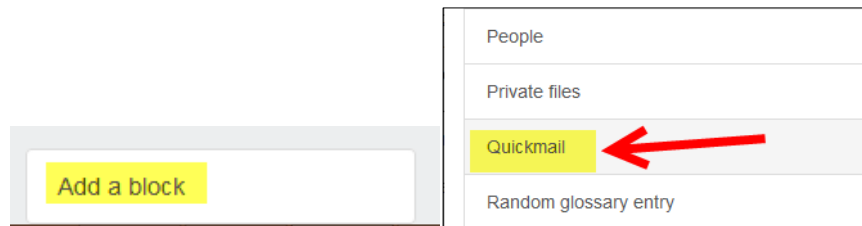
In this tutorial, you will learn how to send email to your entire class.

Send Email to an Entire Class

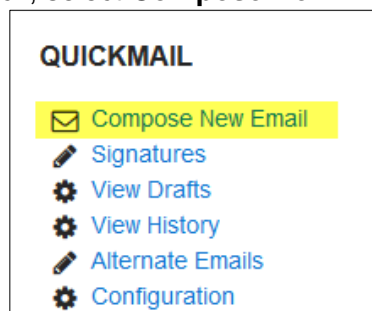
Step 1: To begin, you must first add the Quickmail block to your course IF IT DOES NOT ALREADY EXIST. From your course, **Turn editing on**.



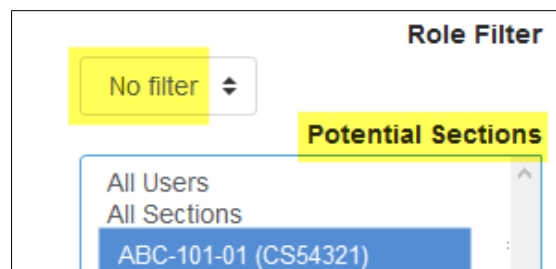
Step 2: On the left menu bar of Moodle, you will see **Add a block**. After you click **Add a block**, a list will appear of available blocks. Select **Quickmail**. This will add the **Quickmail** block to the right-side menu bar of Moodle.



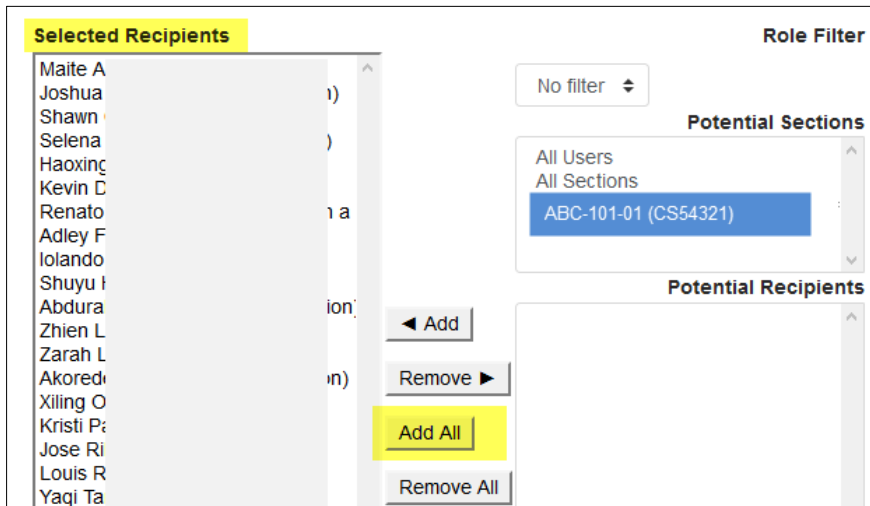
Step 3: From the **Quickmail** block, select **Compose New Email**.



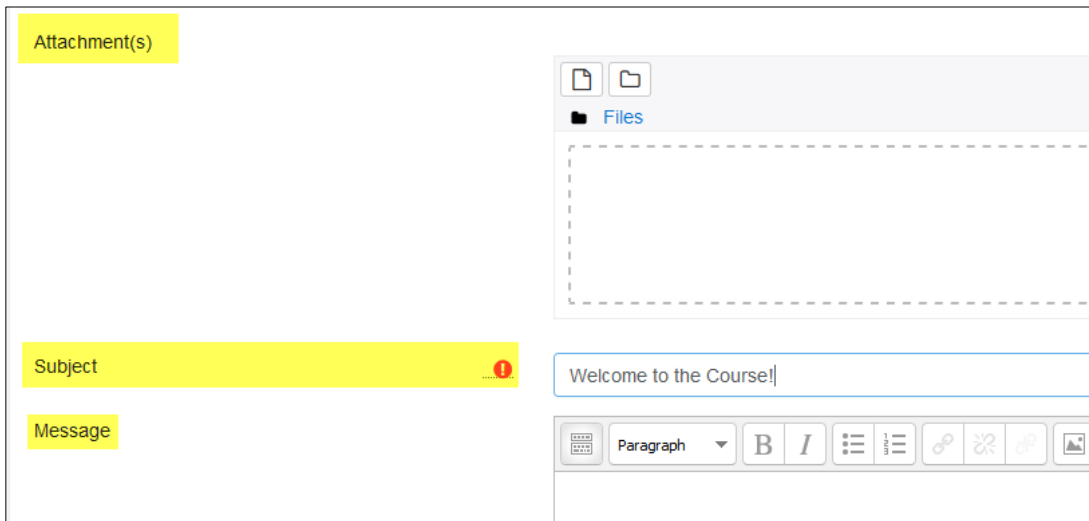
All recipients will appear in the potential recipients box. You can change what recipients are in the potential recipients box by altering properties according to the role filter and/or potential sections. We recommend leaving "No filter" since student and teacher are the only available roles and selecting the course want to be sure you are sending email to in potential sections.



Step 4: Select **Add all**. This will add all the potential recipients to the select recipients box.



Step 5: Now that your recipients are selected, you can send your message. You can also include an attachment if you would like. Be sure to add a **subject** as it is a required field. Enter your message.



Step 6: In the **Actions** section, choose to **Send Email** or Save Draft if you are not ready to send the email and want to come back to it to send later.



Conclusion

We hope this guide was helpful. For more information about online course development, please contact the Academic Innovation & Distance Education office at onlinehelp@bhcc.mass.edu.