



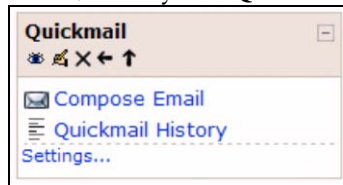
What is the Quickmail feature?

Quickmail allows you to send email to the professor, one student, selected students, or all students in a course from within FoxTALE.

Note that your course also contains a **News Forum** that allows you to email all students in the class and keep a history of emails sent. The **News Forum** is the recommended means of communication to the entire class. For more information on **News Forums**, see the **News Forum** quick guide.

The Quickmail Block

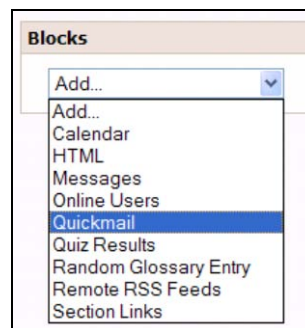
The **Quickmail** block can be shown on a course's home page. You can compose an email, view your **Quickmail** history, or change your settings.



Faculty: Showing the Quickmail Block in a Course

Faculty: To show the Quickmail block in a course:

1. Log in to FoxTALE, and open the course.
2. Turn editing on.
3. Under **Blocks** (usually at the bottom right of the screen), add the **Quickmail** block.





4. After a brief pause, the **Quickmail** block will show on the course page. Students will see the **Quickmail** block in their view of the course.

Faculty: To remove the Quickmail block from a course:

1. Log in to FoxTALE, and open the course.
2. Turn editing on.
3. Click the **X** in the **Quickmail** block to delete the block from the course.

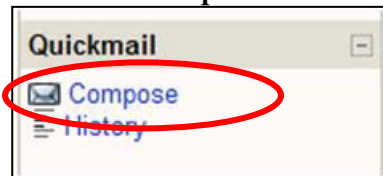


4. Students will no longer see the **Quickmail** block in their view of the course.

Sending an Email

To send an email:

1. Click the **Compose** link in the **Quickmail** block.



2. You'll see the **Quickmail** composition screen.

You'll see all the students enrolled in the course. You can select students or click **Check All** to select all students enrolled in the course.

You can also attach files to the email.

4. FoxTALE will send the email to the email address in each person's FoxTALE profile.



Changing Quickmail Settings

To change **Quickmail** settings:

1. Turn editing on.
2. Click the **Configuration** icon in the **Quickmail** block.



- 3.



You can set the group mode. Click **Save changes** to save any changes.