

How to send group emails to students registered in the course via Moodle Quick mail.

1. Login to https://lms.iitjammu.ac.in

Log in

Username	admin
Password	
Remem	ber username
Lo	og in
Forgotten your use	rname or password?
Cookies must be enab	oled in your browser 🕐

Some courses may allow guest access

2. Go to your Course :

Admin User									
Dashboard							(Custom	ise this page
NAVIGATION Dashboard = Site home L caming Management System		COURSE OVERVIEW CNT404 Computer & Network Troubleshooting	-6	ONLINE USE	RS (last	5 minut	es: 1)		ĐŒ
My courses Computer Science Courses		\uparrow		CALENDAR	Jar Ve Wes	nuary 21	020 Eti	,Set	EG Sun
ADMINISTRATION Site administration Search	D	Click Here		6 13 20 27	1 7 8 14 15 21 22 28 29	2 9 16 23 30	3 10 17 24 31	4 11 18 25	5 12 19 26
MESSAGES No messages Messages				UPCOMING E There are no up Go to calendar. New event	VENTS coming e	vents			ĐŒ

() Moodle Docs for this page

3. Turn Editing on :

Computer & Network Troubleshooting		
Dashboard ► My courses ► Com	Network Troubleshooting	
NAVIGATION Dashboard = Site home		Announcements
Learning Management System My courses Computer Science Computer & Network Trou	ubleshooting	The handout

4. Scroll down and you will see ADD A Block in left hand side corner and select Quickmail:

One-involume mon CN1404 Filiere Filiere Filiere Date Date	+ Class-11,12 Feb 22 - Latex / + 🧧 Latex User Guide / + 🖀 eg1 /
Reset Gaston bank Site administration Search	+ Class-13 Feb 25 - Latex, Beamer
GUICKMAIL C Compose New Email C Sompose New Email S Sompose New Email S Sompose New Email S View Drafts	+ Class-14,15 March 01 - Latex, Beamer, Diagrams ∞
Alternate Emails	+ Class - 16 March 11 - TCP/IP and Subnet masking <
ADD A BLOCK	

Moodle@IIT Jammu		
		+ Topic 2 ∠
 ▶ Topic 2 ▶ Topic 3 ▶ Topic 4 ▶ Courses 		∲ Topic 3 ∠
ADMINISTRATION	- C 令 令 ~	⊕ Topic 4 ∠
Cicibal e-administration Cicibal e-administration HTML Latest badges Learning plans Logged in user Mentees Mentees Online users People Divise fus Quickmail Random distance Recent activity Recent activity Recent forums Secton Inks Self completion Tags		

5. Now you will see Quickmail block on left hand side corner:

ADMINISTRATION		+ Topic 4	Edit*
	+ 0 -		+ Add an activity or resource
 Course administration [®] Edit settings [™] Ture editing off [™] Users [™] Filters [™] Filters [®] Reports [®] Gradebook setup [®] Backup [®] Backup [®] Restore [®] Import [©] Reset [®] Question bank [®] [®]			
QUICKMAIL			
Compose New Email Signatures Sivew Drafts Wew History Atternate Emails Configuration			

- 6. Now compose new email the way we do it in Gmail, Yahoo, Rediffmail etc.
- 7. You can also create groups by going to ADMINISTRATION \rightarrow Users \rightarrow Groups

Moodle@IIT Jammu		
▲ Competencies ☐ Grades ▶ General ▶ Topic 1	♣ Topic 2 ∠	
Topic 2 Topic 3 Topic 4 Courses	+ Topic 3 ∞	
ADMINISTRATION	✤ Topic 4 ∞	
 Course administration 		
dit settings		
Turn editing off		
Users		
Enrolled users		
Enrolment methods		
🧟 Groups		
Permissions		
A Other users		

Note: For any assistance kindly email to ankit.gupta@iitjammu.ac.in