

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

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

Some courses may allow guest access

2. Go to your Course :



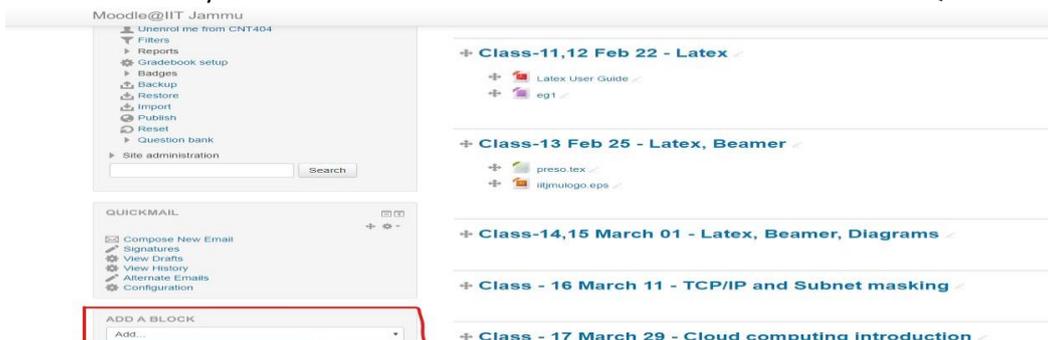
The screenshot shows the Moodle Admin User Dashboard. The central focus is the 'COURSE OVERVIEW' section for 'CNT404 Computer & Network Troubleshooting'. An arrow points to this section with the text 'Click Here'. Other visible sections include 'NAVIGATION', 'ADMINISTRATION', 'MESSAGES', 'ONLINE USERS', 'CALENDAR', and 'UPCOMING EVENTS'.

3. Turn Editing on :

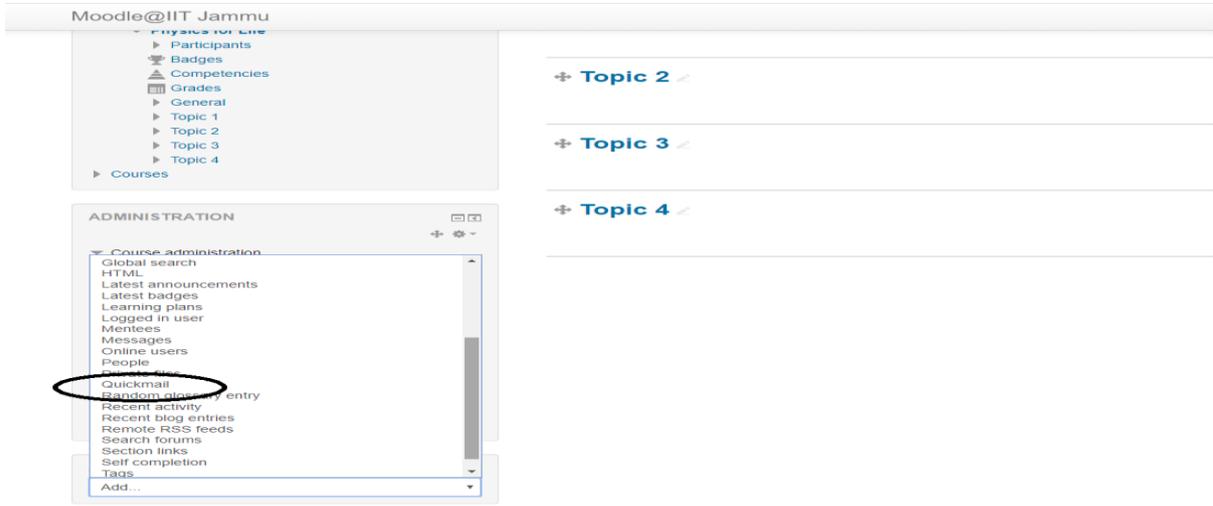


The screenshot shows the Moodle course page for 'Computer & Network Troubleshooting'. The 'Turn editing on' button is circled in red. The page displays a navigation menu, a list of announcements, and a section titled 'The handout'.

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



The screenshot shows the Moodle course page with the 'ADD A BLOCK' section highlighted in red. The 'Quickmail' block is selected, and the 'Compose New Email' option is visible. The right side of the page shows a list of course classes with their respective dates and topics.



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



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 → Users → Groups



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