Sending Email through Moodle

1. Once you have selected your course under “My courses” in the “Navigation” panel to the left of the screen, click on “Participants”

2. A screen with all the participants in the class comes up. (Figure 1)

3. Scroll down to the bottom of this window. You will be able to select all the participants to be recipients of an email or you may select individuals. In the field “Choose,” select “Send a message.” (Figure 2)
Important to Note

1st – Select user(s);

2nd – Double-click on “Send a message.”

An HTML window will appear for you to compose your message.
4. The HTML window appears. Compose message in this window. There is WYSIWYG menu, similar to the menu bar options in MS Word. The WYSIWYG menu allows for font manipulation, insertion of hyperlinks and images, and bullet points and lists amongst other things. (Figure 3)

5. Once you have composed your message, scroll to the bottom of the window. You have the option to preview your message and verify the recipients of the message. (Figure 4)
6. The “HTML format preview window’ shows you exactly what the recipients of the message will see. The message will go to the recipient’s email box. It is suggested you add a salutation and signature so the recipient. When the message arrives in the recipient’s email box, the subject will read “New Message from....” with your name as listed in Moodle.

7. Once you have previewed the message, click either “Update” to edit or “Send message” if you want to send it. When you click “Send message,” you will be brought to a screen that confirms the message has been sent: