To add “Quickmail,” to your course if it is not there already, first log in.

1. Turn editing on
2. Scroll down to the bottom and look for the “Add a block” heading on the right side
3. Click the dropdown arrow and choose “Quickmail” from the list of available ones.
4. The new Quickmail block will appear just above the “Add a block” heading, but can be moved to another location by dragging.
5. If you click the “Configuration” link and change the “Allow students to use...” setting to “Yes,” students will be able to use this block to contact you and also to contact other students enrolled in the course.