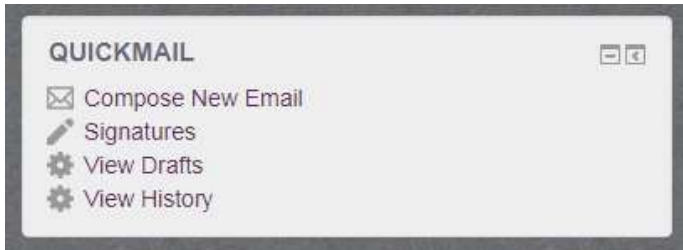
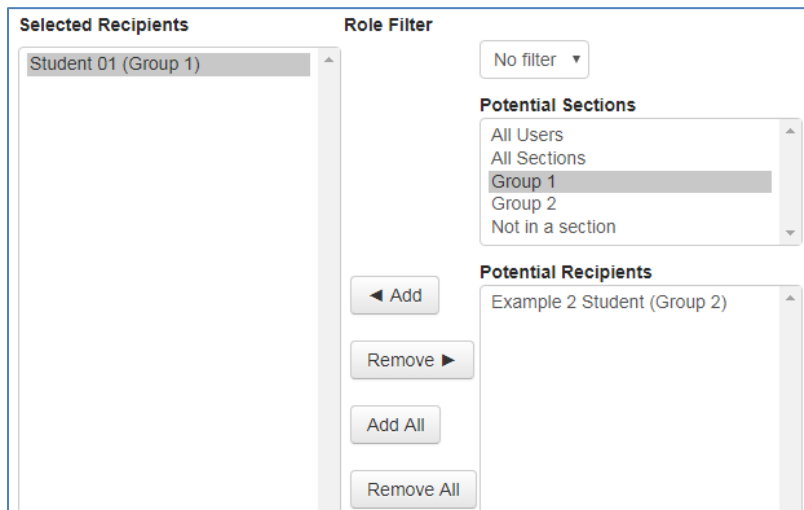


Using Quickmail to Communicate in a Course

Your course includes a messaging tool called Quickmail, located in block along the left side of the course content, which allows you to send messages to individuals or groups in the class. Messages sent via Quickmail will be delivered to the recipient's UWS email address.



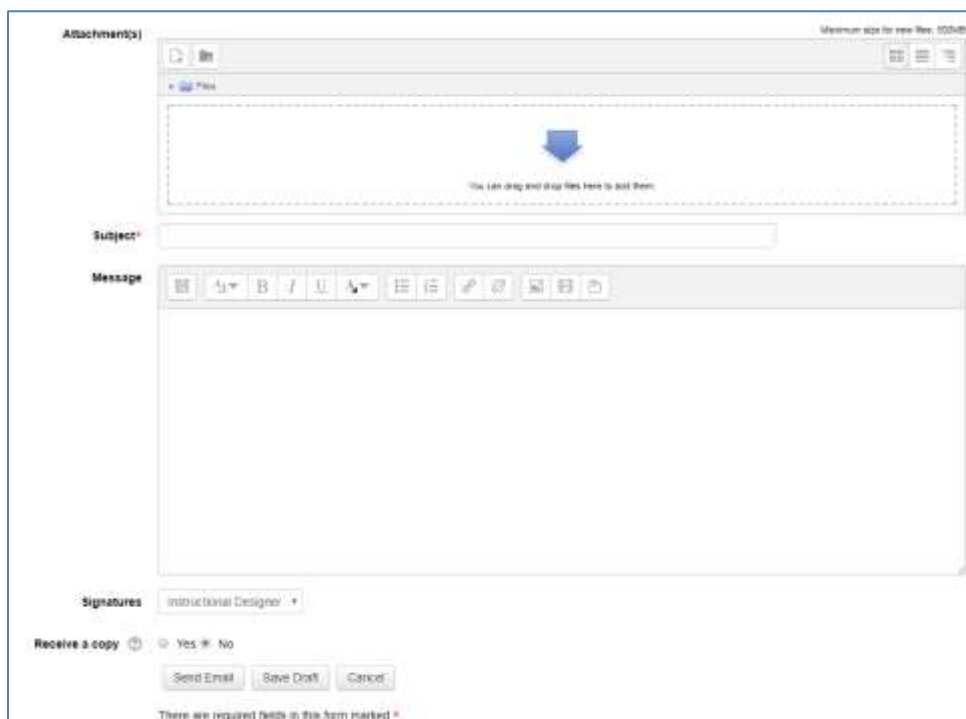
To send a message to a classmate or an instructor, select the **Compose New Email** link in the **Quickmail** block.



Next, choose your recipient(s).

You can select a specific group by highlighting the group name in the **Potential Sections** box OR select someone from the **Potential Recipients** box.

Click the **Add** button to move the recipient(s) to the **Selected Recipients** box on the left.



Scroll down the page to type your Subject and Message or add attachments.

You can also choose to receive a copy of the message for your records.

Click the **Send Email** button when you are done.

The recipient will receive an email in their UWS email inbox.