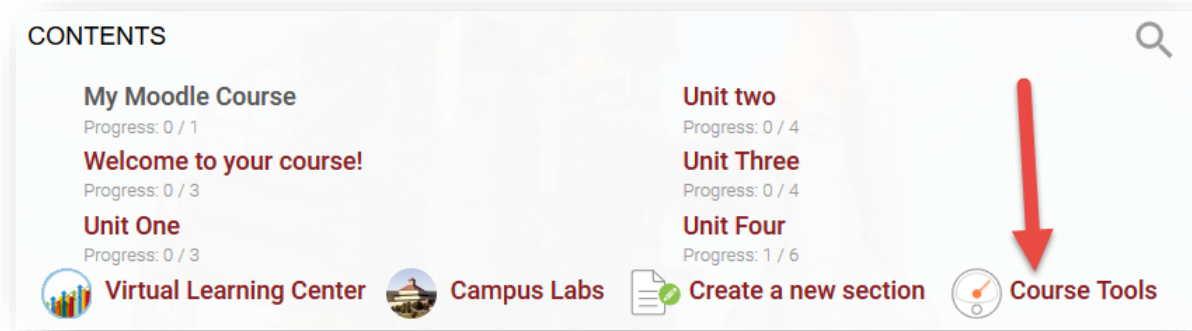
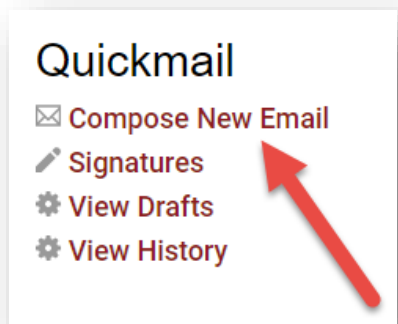


## Contacting Your Instructors in Moodle

Contacting your instructors in Moodle is easy! First, log in to Moodle and access the course of the instructor you wish to contact. Next, select **Course Tools** in the bottom right of the CONTENTS area:



From here, scroll down until you locate the **Quickmail** section. Select the **Compose New Email** link:



The next page may look a little daunting, but don't worry! All you need to do is locate the **Potential recipients** field on the right side of the page:

From  
student.demo@nemail.occc.edu

**Selected Recipients**

**Role Filter**

No filter ▾

**Potential Groups**

- All Groups
- Group 1
- group 2
- Not in a group
- All Users

**Potential Recipients**

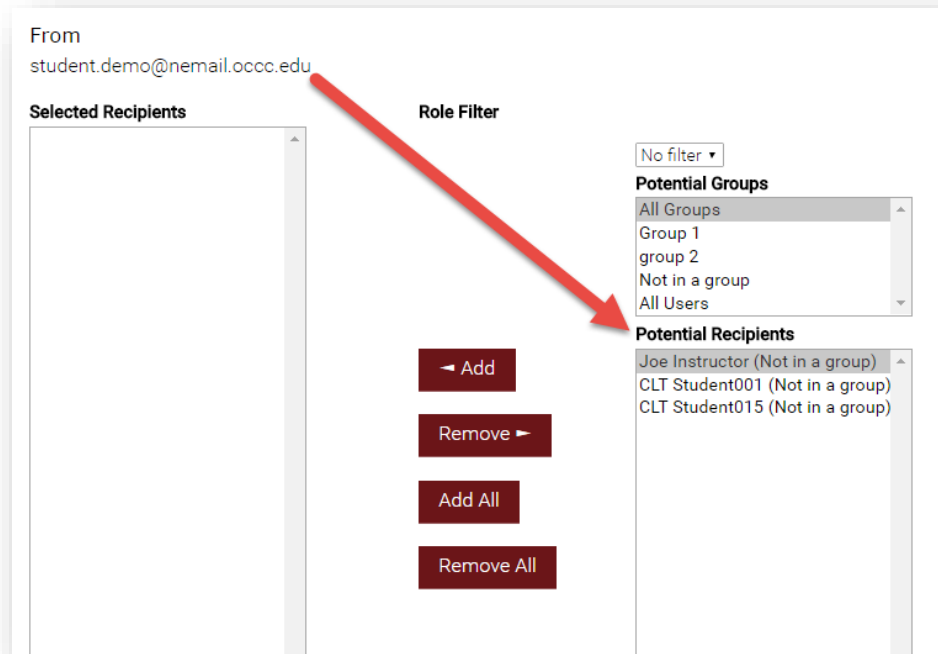
- Joe Instructor (Not in a group)
- CLT Student001 (Not in a group)
- CLT Student015 (Not in a group)

◀ Add

Remove ▶

Add All

Remove All



This field lists all of your fellow students course, and the instructor as well. To email the instructor, select their name in the **Potential Recipients** field, then select **Add**:

**Potential Recipients**

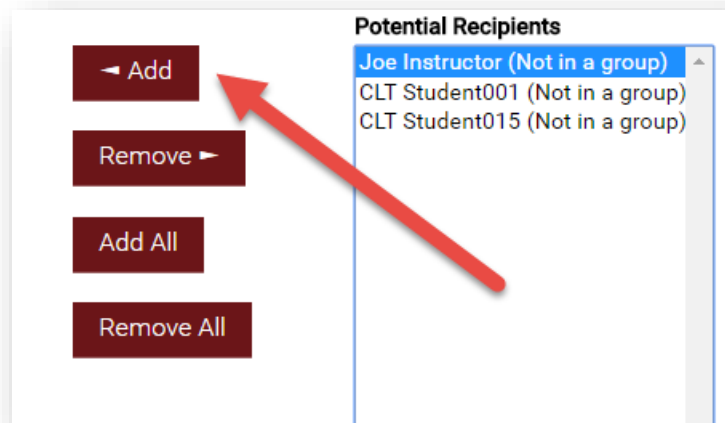
- Joe Instructor (Not in a group)
- CLT Student001 (Not in a group)
- CLT Student015 (Not in a group)

◀ Add

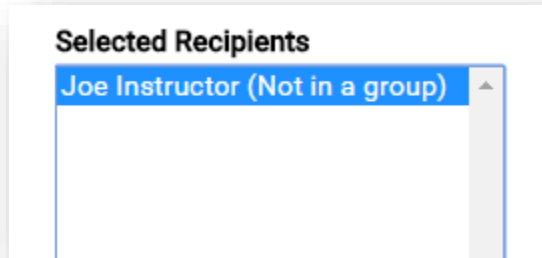
Remove ▶

Add All

Remove All



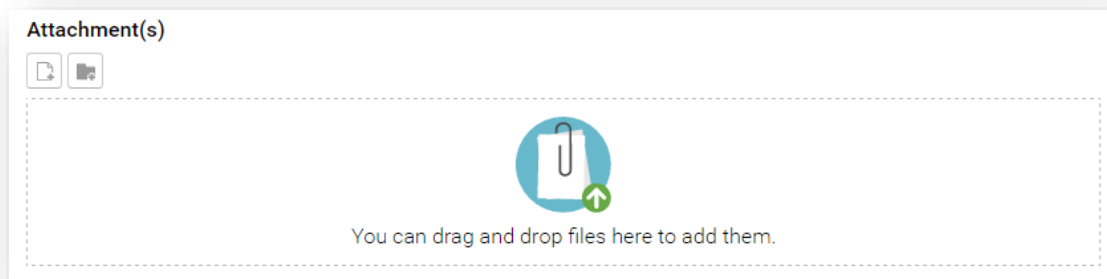
This moves them to the **Selected Recipients** field on the left:



A screenshot of a web form titled "Selected Recipients". It features a list box with a blue header bar containing the text "Joe Instructor (Not in a group)". The list box is currently empty below the header.

If desired, you may add multiple recipients, but keep in mind that anyone whose name appears in this list will receive a copy of your email.

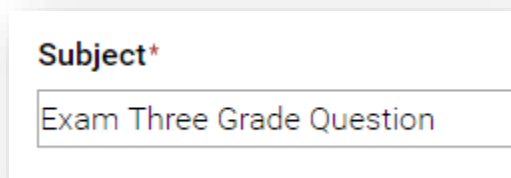
After selecting your recipients, you are ready to add any attachments you want to send in the **Attachment(s)** field:



A screenshot of a web form titled "Attachment(s)". It includes two small icons (a document and a folder) in the top left. Below them is a large dashed rectangular area containing a paperclip icon with a green arrow pointing up. Below the dashed area is the text: "You can drag and drop files here to add them."

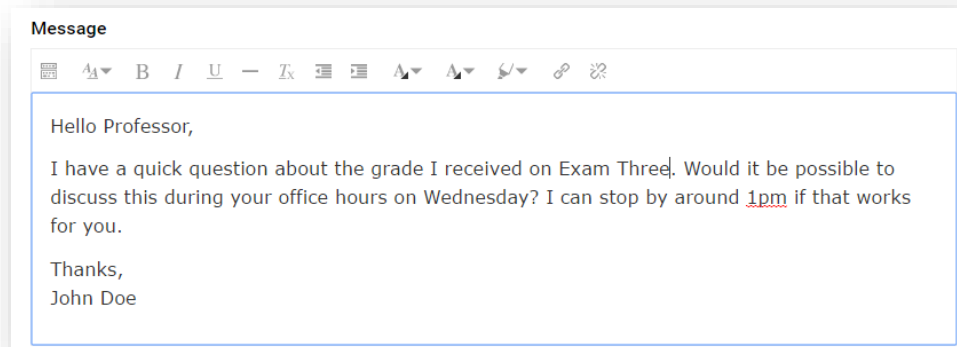
Attachments are files that will be sent to the recipient along with the body of your email. If you are adding attachments, it is a good idea to let the recipient know what they contain.

After adding attachments if desired, enter a title for your message in the **Subject** field. This should give an overall description of what the email is about:



A screenshot of a web form titled "Subject\*". It features a text input field containing the text "Exam Three Grade Question".

Next, type your message in the **Message** field:



Message

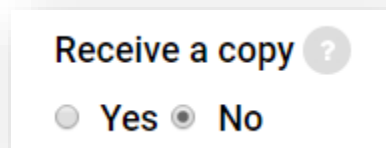
Hello Professor,

I have a quick question about the grade I received on Exam Three. Would it be possible to discuss this during your office hours on Wednesday? I can stop by around 1pm if that works for you.

Thanks,  
John Doe

Remember to be polite and to use complete sentences and proper grammar. This makes it easier for others to understand you. Avoid typing in all caps, as this can be perceived as yelling or anger. Do not use bright colors or hard to read fonts, and verify that only the intended recipients are selected before sending your email.

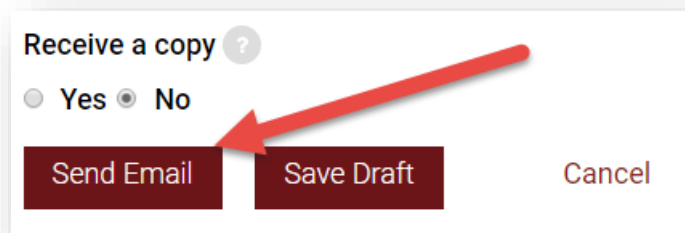
After typing your message, you are ready to send your email! Select whether or not you wish to receive a copy of the email. It will be sent to your OCCC Student Email address:



Receive a copy ?

Yes  No

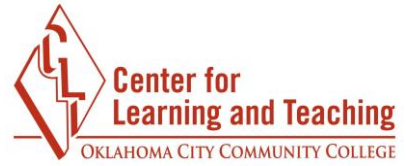
After proofreading your message and verifying your recipients, use the **Send Email** button to send your message.



Receive a copy ?

Yes  No

Send Email Save Draft Cancel



And that's that! Your message has been sent to your instructor's OCCC email address. Keep in mind that there is no inbox in Moodle. Any replies made to your emails will go to your OCCC Student Email address, accessible here: <http://www.occc.edu/email/>

If you need assistance please contact Moodle Support by email at [online@occc.edu](mailto:online@occc.edu), by calling 405-682-7574, or by stopping by the Center For Learning and Teaching (SEM 2G3, across from the Math Lab) 8-5, Monday through Friday.