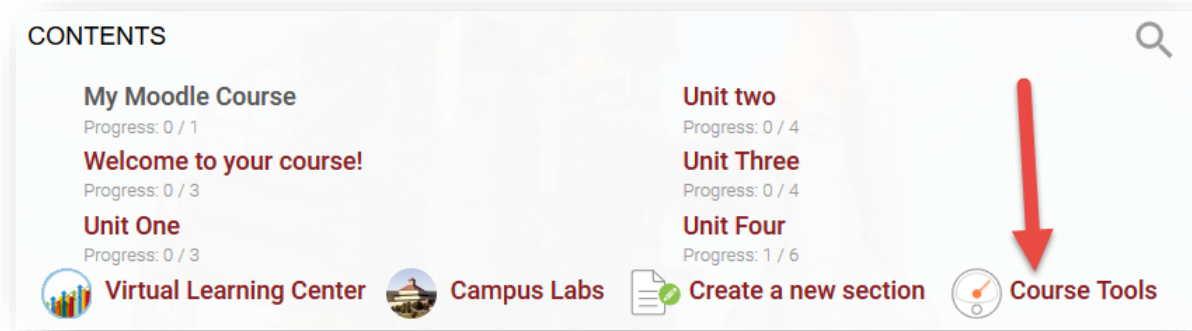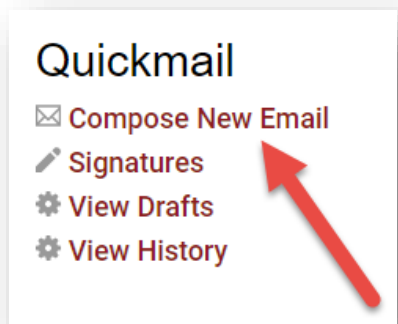# Contacting Your Instructors in Moodle

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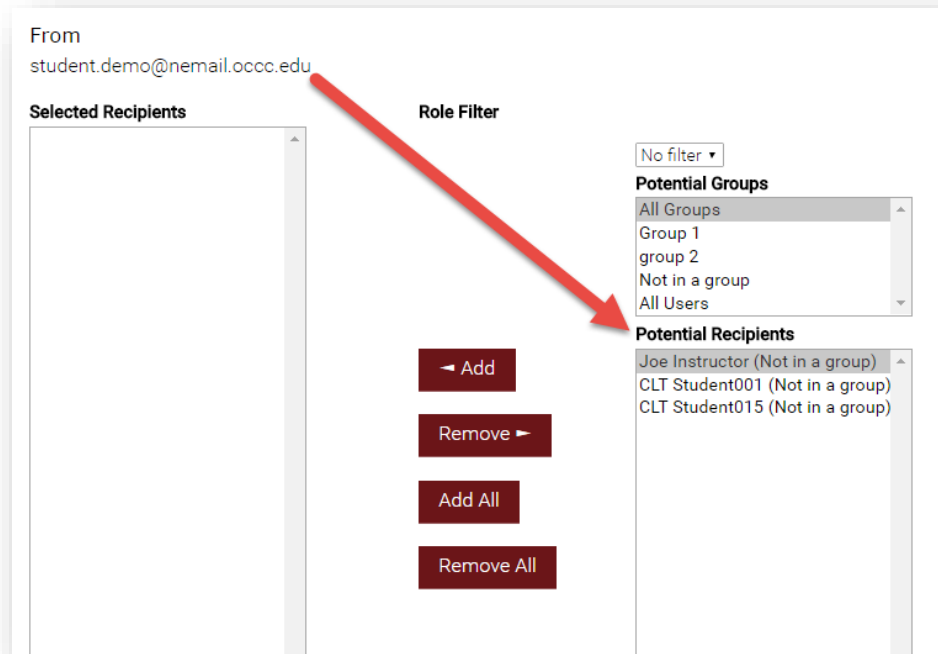
This field lists all of your fellow students course, and the instructor as well. To email the instructor, select their name in the **Potential Recipients** field, then select **Add**:

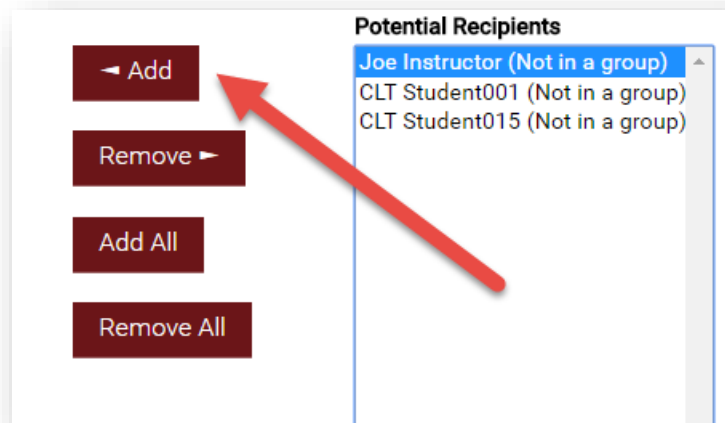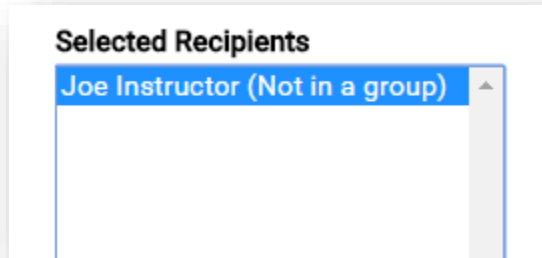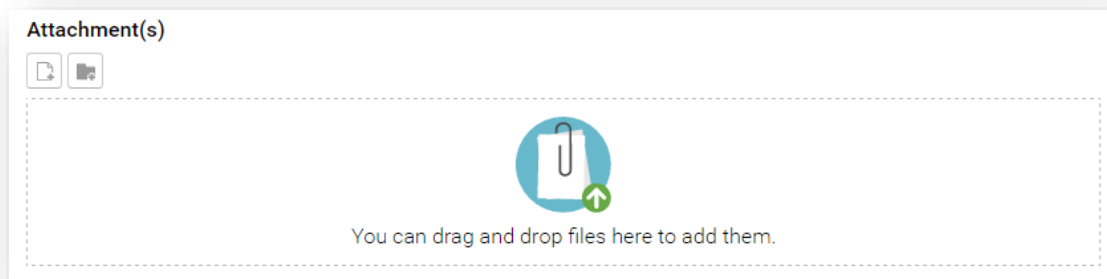This moves them to the **Selected Recipients** field on the left:

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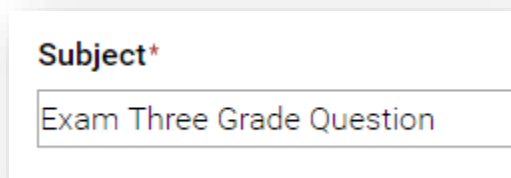
After selecting your recipients, you are ready to add any attachments you want to send in the **Attachment(s)** field:
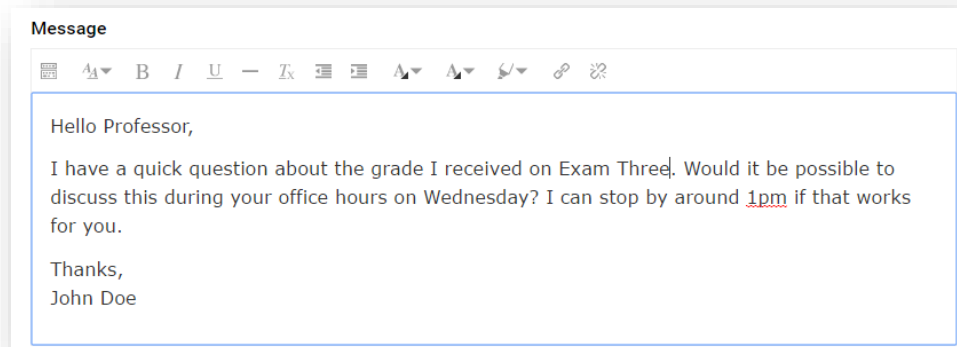

Attachments are files that will be sent to the recipient along with the body of your email. If you are adding attachments, it is a good idea to let the recipient know what they contain.

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:

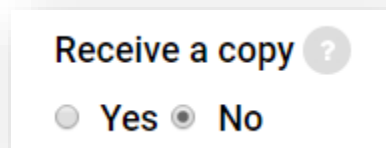Next, type your message in the **Message** field:

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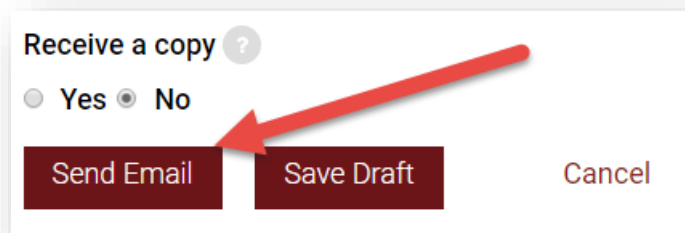
After typing your message, you are ready to send your email! Select whether or not you wish to receive a copy of the email. It will be sent to your OCCC Student Email address:
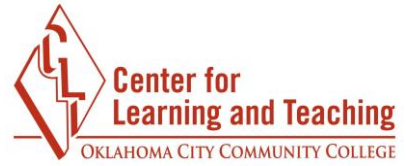
Receive a copy ?

○ 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, 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.