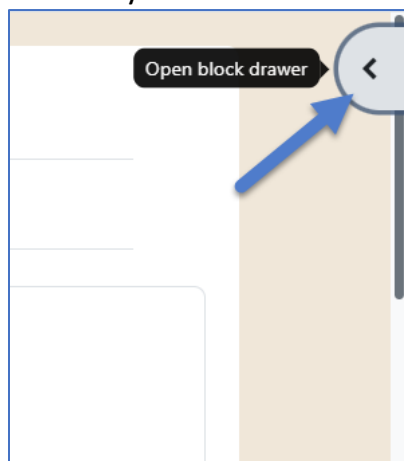


How do I contact my instructor in Moodle?

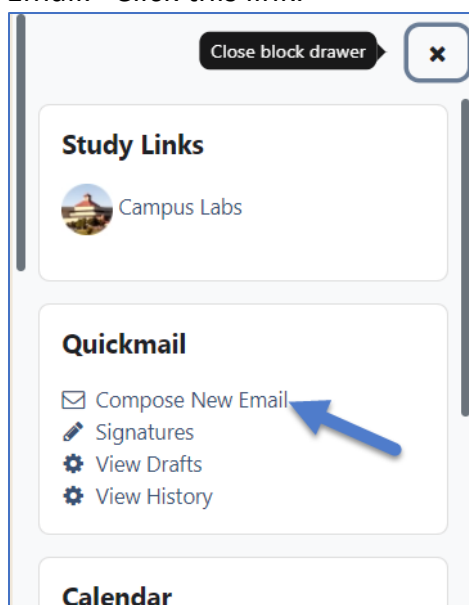
There are two ways that you can contact your instructor inside a Moodle course. Additionally, you can email your instructor from your OCCC email account. Your instructor's email and contact information can always be found in the course syllabus.

The first and primary way to contact an instructor in Moodle is through **Quickmail**.

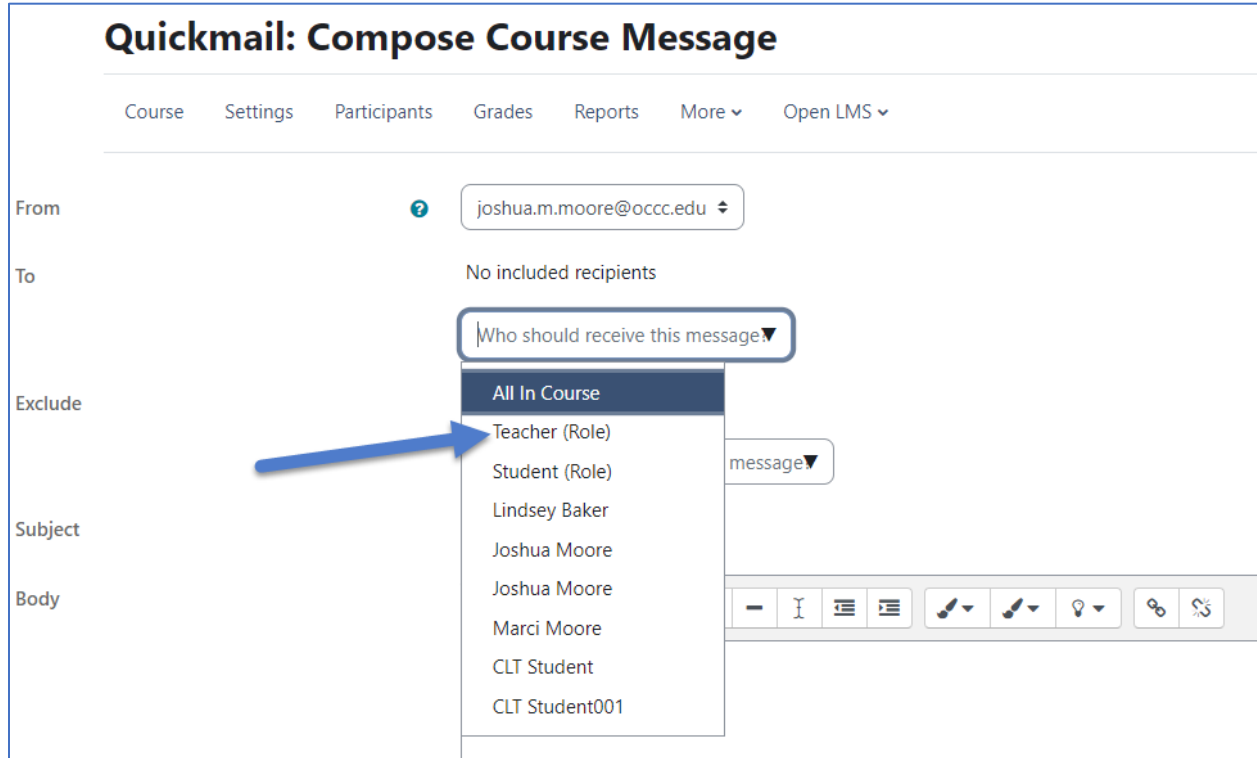
NOTE: Quickmail send an email attached to your OCCC 365 Account, but you cannot receive replies via Moodle. You will need to log into your email account to check for replies. Quickmail can be accessed through the block drawer located to the right of the screen by the scroll-bar.



Once the block drawer is open, you'll see a Quickmail area with a link to "Compose New Email." Click this link.




In the drop-down to the right of the word “To” you can choose who you want to receive the message. Click on the option that says “Teacher (Role)”.



Quickmail: Compose Course Message

Course Settings Participants Grades Reports More ▾ Open LMS ▾

From  joshua.m.moore@occc.edu ▾

To No included recipients

Exclude

Subject

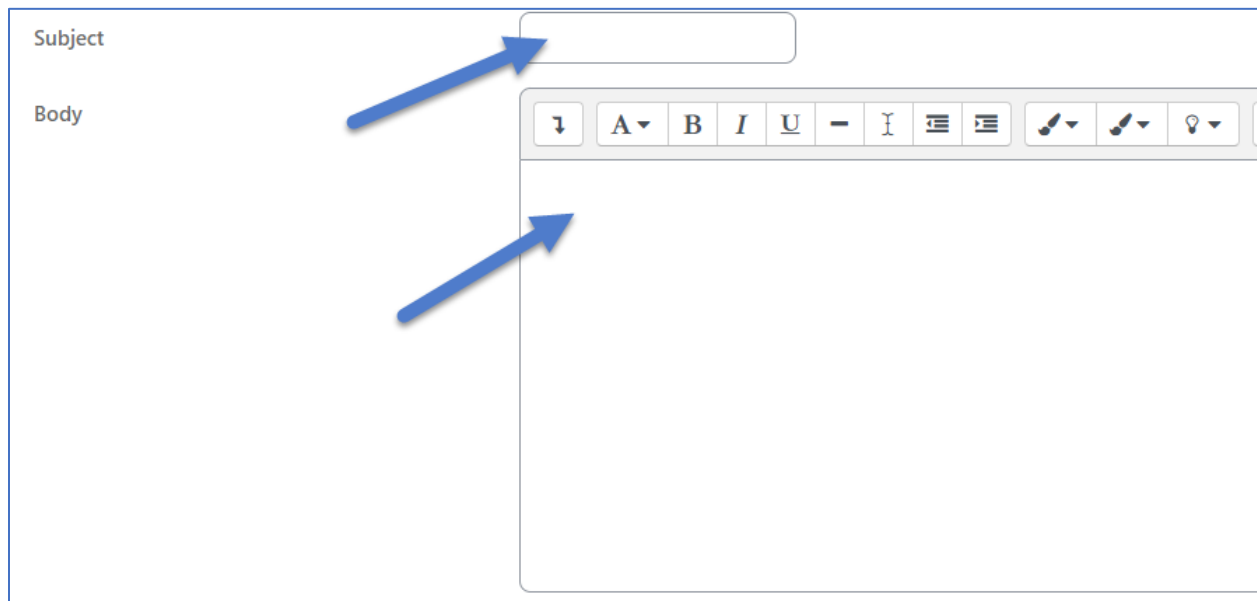
Body

- All In Course
- Teacher (Role)
- Student (Role)
- Lindsey Baker
- Joshua Moore
- Joshua Moore
- Marci Moore
- CLT Student
- CLT Student001

message ▾

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo.

Then add a subject and a body to your message.

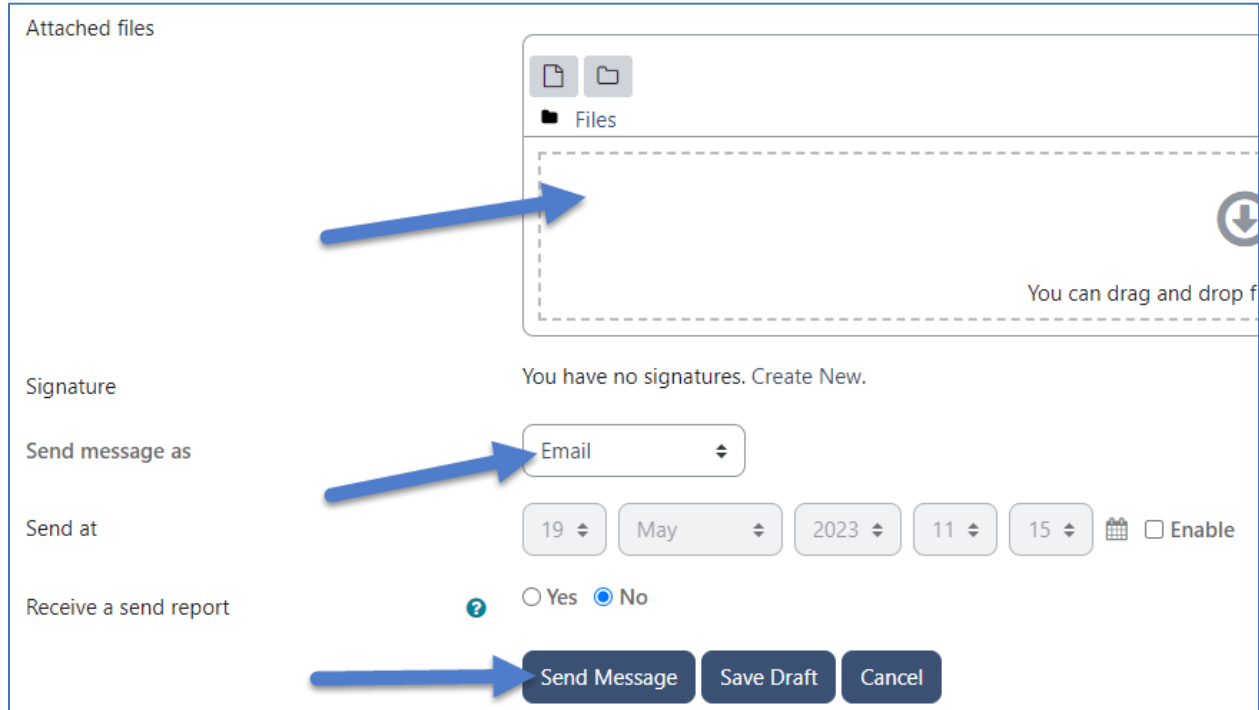


Subject

Body

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Undo, Redo.

Add any additional files you want to include in the message, then make sure that the drop-down menu by “Send message as” is on “Email”, and lastly click “Send Message”.



Attached files

Files

You can drag and drop files here

Signature

You have no signatures. Create New.

Send message as

Email

Send at

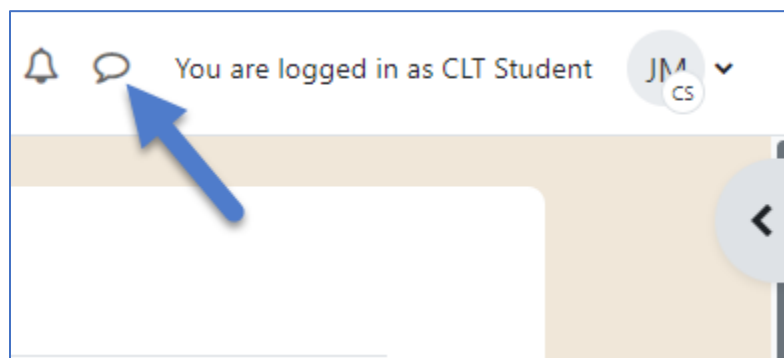
19 May 2023 11 15

Receive a send report

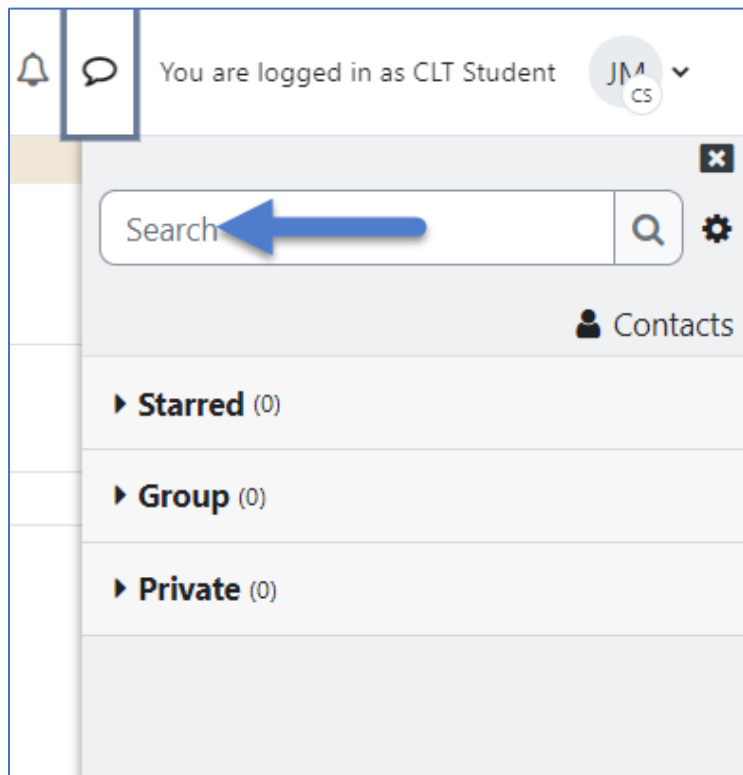
☐ Yes ☒ No

Send Message Save Draft Cancel

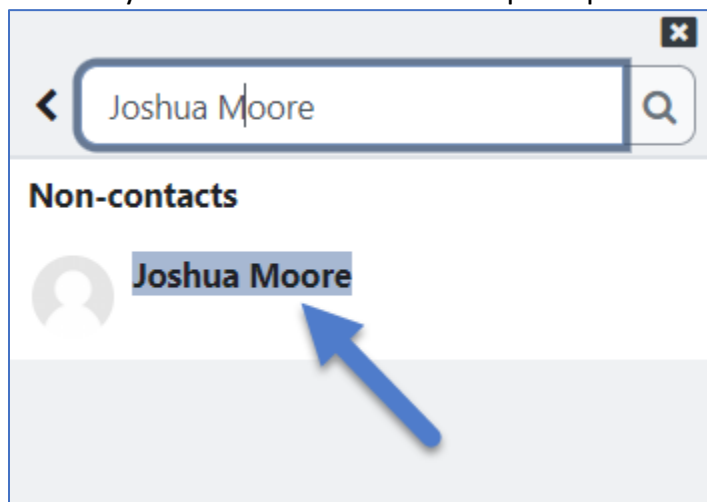
The other option for contact your instructor in Moodle is through the **messaging drawer**. **NOTE:** The messaging drawer is not used by all instructors. You can open up the messaging drawer by clicking the thought bubble at the top right of the screen.



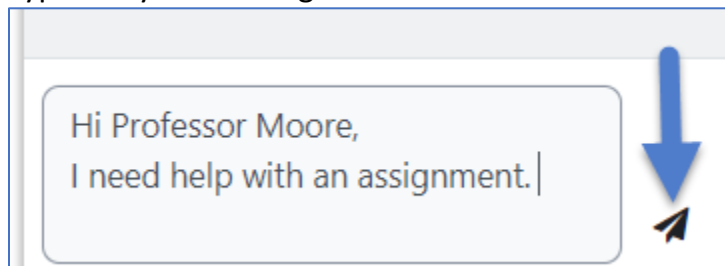
Once the messaging drawer is open, you can search for your instructor's name using the search bar.



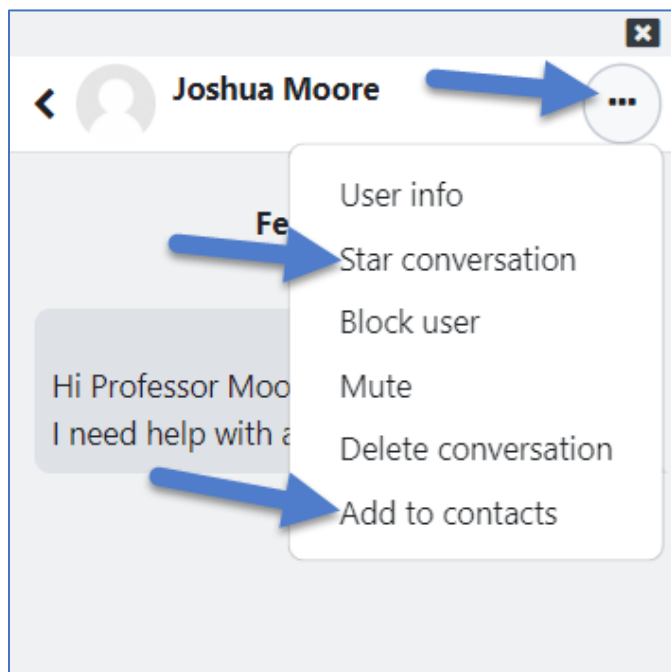
Click on your instructor's name to open up direct-messages.



Type out your message and hit the send button.



If you click the three dots at the top right of the **messaging drawer**, you can “Star conversation” or “Add to contacts” to more easily access this conversation or your instructor in the future.



Watch a video on how to contact your instructor here: <https://hml.occc.edu/Play/9649>