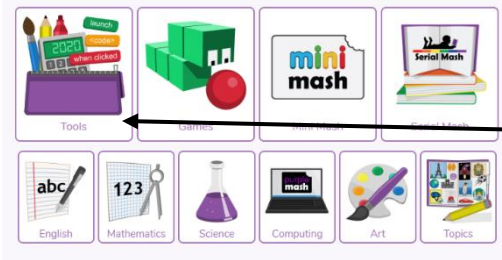


Purple Mash 2Email

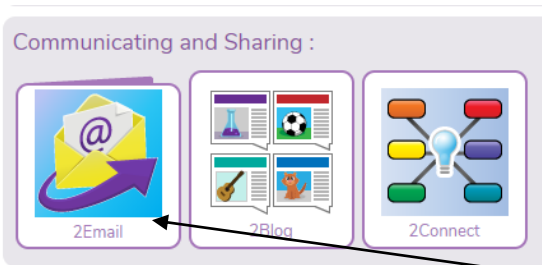
1



Log onto Purple Mash in the usual way then select the Tools button from the homepage.



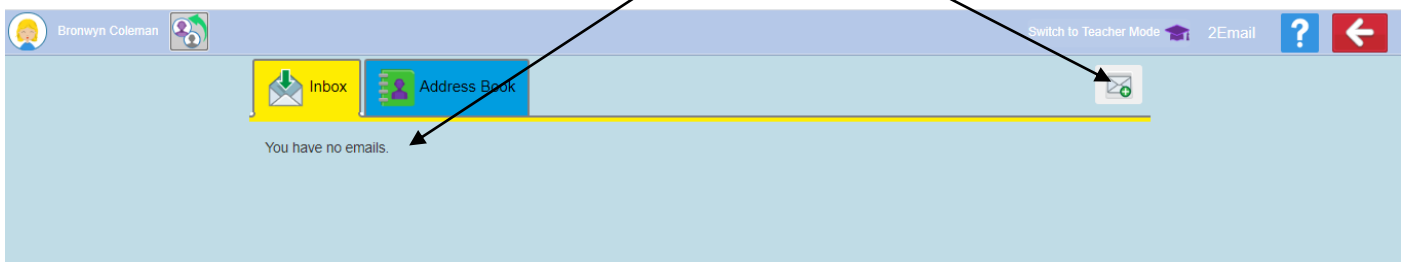
2



On the Tools page, there are many different things. You will find a bar for 'Communicating and Sharing'. This is where you will find the 2Email button.

3

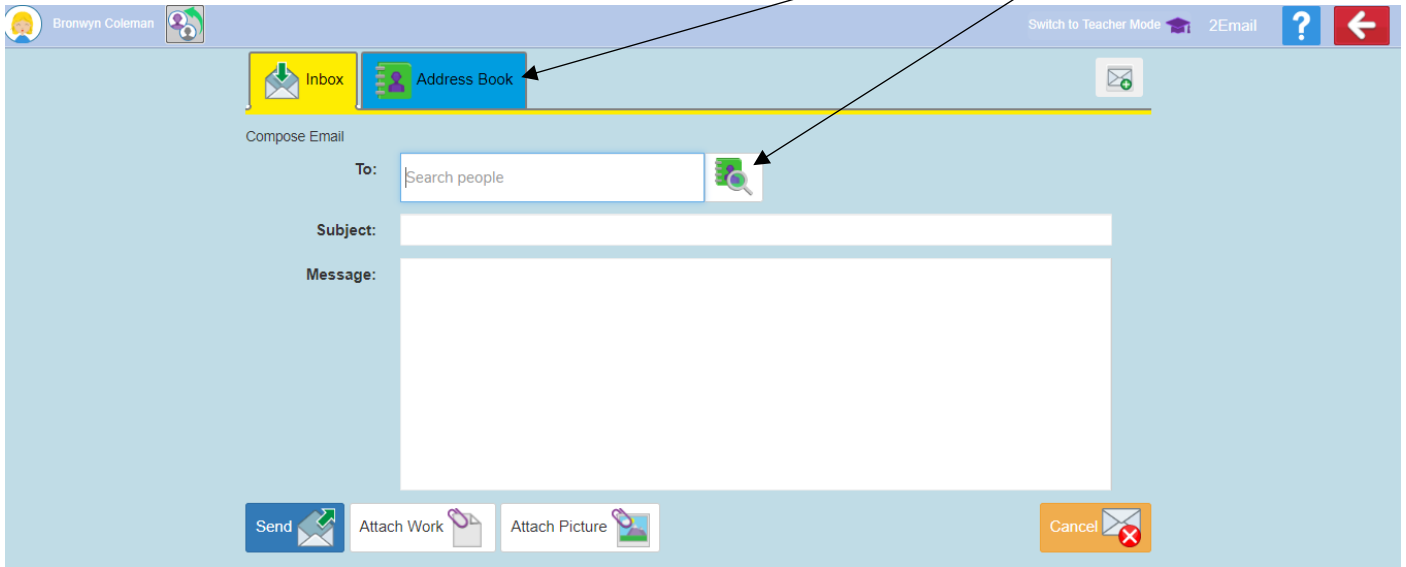
This is the 2Email main page. It allows your child to send emails to their class teachers and class friends using the compose button. This is also, where your child will see if they have received any reply emails.



Please note: the 2Email system will not allow your child to send emails outside of the Purple Mash users. Please still; make sure that your child uses the emails responsibly.

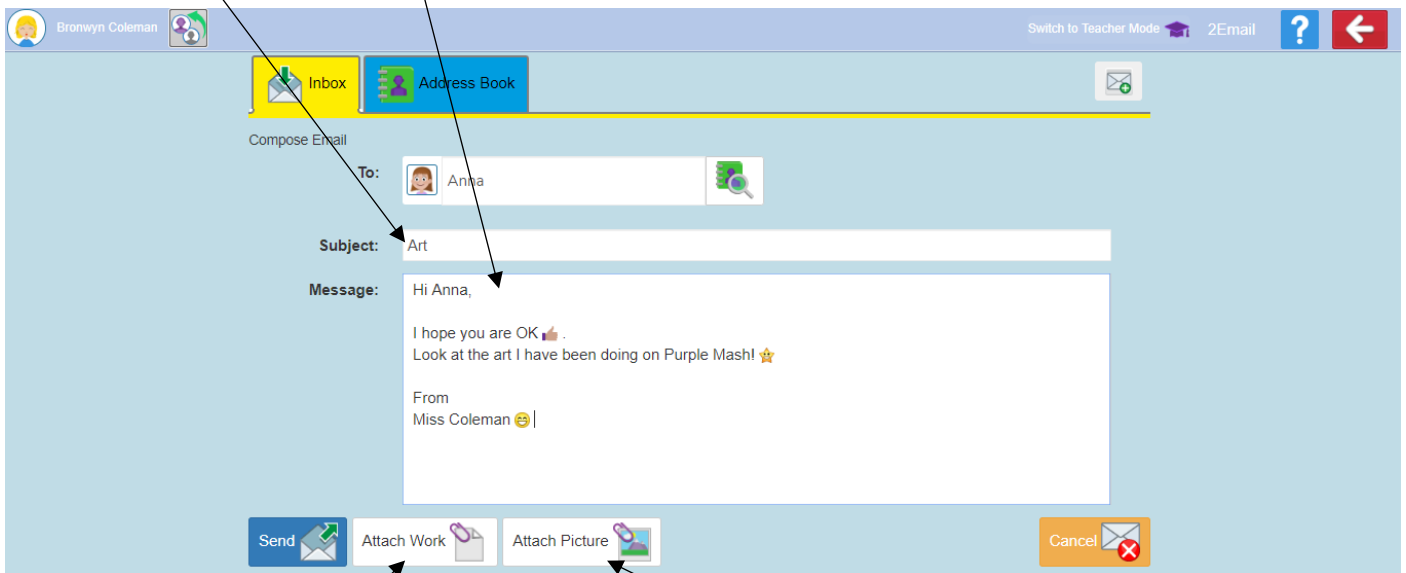
4

After clicking on the compose button (envelope with green add symbol), this is what the screen will look like. You can click on the address book in 2 different places and it will show you the people your child is able to send emails to.



5

When your child has chosen someone to send an email to they will need to choose a subject and write a message in the boxes provided.



6

Your child can attach work to show their teachers or friends using the Attach Work button. This takes them to their saved Purple Mash work.

Alternatively, your child can draw their friends a picture and attach it to the email using the Attach Picture button.