

Purple Mash

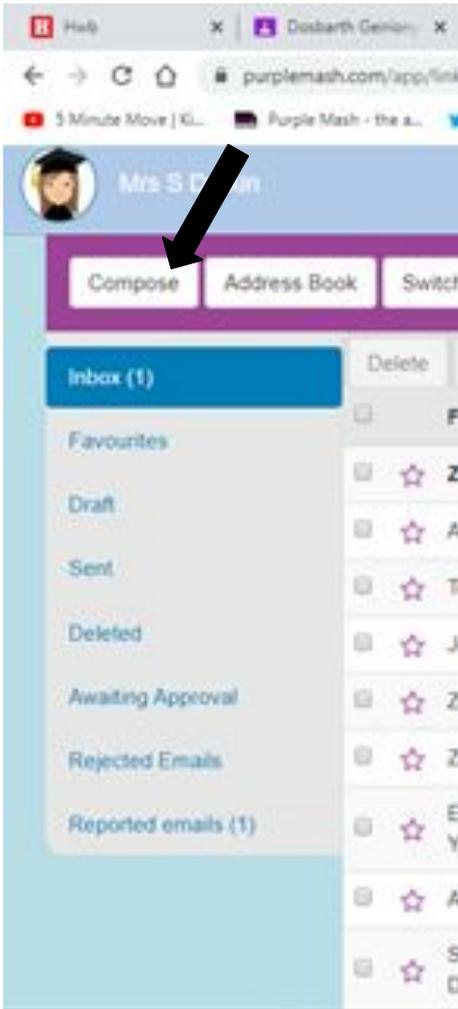
How to use 2Email



First you will need to sign in using your Purple Mash login details.

<https://www.purplemash.com/sch/craiggydon>

The screenshot shows a web browser window with the address bar displaying `purplemash.com/sch/craiggydon`. The page content is split into two main sections. On the left, there is a school profile for 'Ysgol Craig Y Don', featuring a crest with a red dragon, a blue wave, and a grey rock. Below the crest, the text reads 'Ysgol Craig Y Don' and 'Porch - Cyfeillgarwch - Ymdrech'. At the bottom of this section, there is a link 'Not my school, choose another?' and a '2simple' logo. On the right, there is a dark blue login panel. It contains two white input fields labeled 'Username' and 'Password'. Below these is a purple 'Log in' button. Underneath the button are three links: 'Forgot password?', 'Having trouble?', and 'Register parent.'. At the bottom of the login panel, there is a 'Recent logins' section with a vertical purple label. It shows a user icon for 'Mrs S Durkin' with a small 'x' icon next to it.



(Cropped version of page)

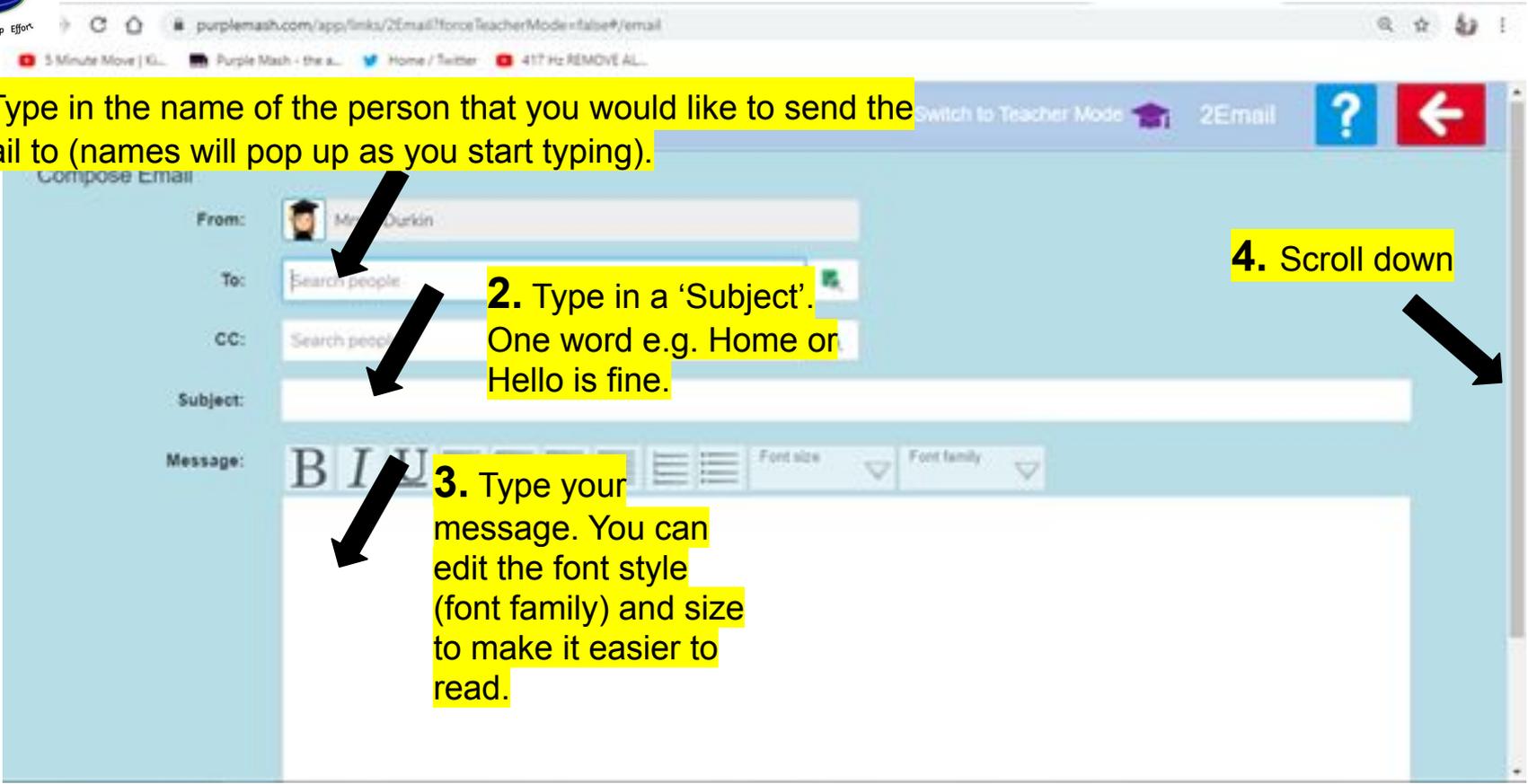
To write an email, first click on
'Compose'.

1. Type in the name of the person that you would like to send the email to (names will pop up as you start typing).

2. Type in a 'Subject'.
One word e.g. Home or Hello is fine.

3. Type your message. You can edit the font style (font family) and size to make it easier to read.

4. Scroll down



To:

CC:

Subject:

Message: **B I U** [List Icons] Font size Font family

Send Save To Draft Attach Work Attach Picture Cancel

Once you have checked everything, click on **Send**.

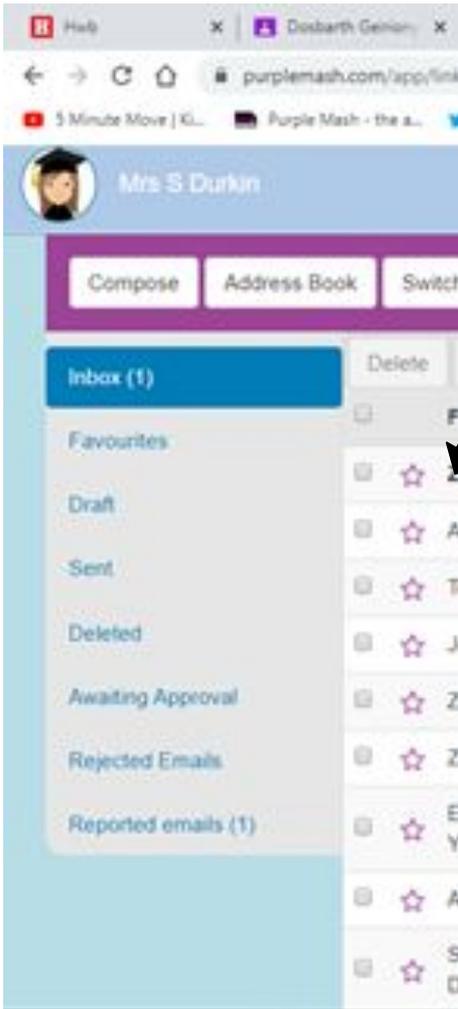
If you have done some work that you'd like to share, click on this icon.

Click on this to add a drawing/picture to your email.





How to read and respond to your emails



(Cropped version of page)

New emails in your inbox will appear in **bold**.

Double-click on the emails to open them.

Next click on **'Reply'** under the message and then click on **'Send'** after you have typed your email. .



When you have finished using 2Email, simply click on the **big red arrow box** (top-right hand corner) and then click on **‘OK’**.

How will I find out if I have new emails to read in the future?

You can follow the steps on page 3 or use the instructions on slides number 10 and 11.

purplemash.com/#!/tab/pm-home

5 Minute Move | K... Purple Mash - the s... Home / Twitter 417 Hz REMOVE AL...

Home 2Dos Work Data Sharing Teachers Admin Help Alerts

Home Search

Tools Games Mini Mash Serial Mash

English Mathematics Science Computing Art Topics

Featured: Training Platform

Weekly Activities

If you have new emails in your inbox, you should see an alert here when you sign in. Click on the 'Alerts' icon.

The screenshot shows the Purple Mash homepage interface. At the top, there is a navigation bar with icons for Home, 2Dos, Work, Data, Sharing, Teachers, Admin, Help, and Alerts. The Alerts icon has a red notification badge with the number '2'. Below the navigation bar, there are two email notification cards. The first card says 'You have 3 emails waiting to be approved. Tell me more. 18 minutes ago' and has a 'Go to' button. The second card says 'You have new email. Tell me more. 23 minutes ago' and also has a 'Go to' button. Two black arrows point to these 'Go to' buttons. A yellow text box with a black border is positioned over the top right of the page, containing the text: 'Click on 'Go to' to be taken to your 2emails.' Another yellow text box with a black border is positioned over the bottom right of the page, containing the text: 'When you return to the homepage, it is important that you cross off the 'Alerts'. Unfortunately Purple Mash don't get rid of old alerts for you!'. The rest of the page features various activity tiles for Tools, Games, Mini Mash, Serial Mash, English, Mathematics, Science, Computing, Art, Topics, and Weekly Activities. The user's name 'Mrs S Durkin' and a 'logout' link are visible in the top right corner.

Click on 'Go to' to be taken to your 2emails.

When you return to the homepage, it is important that you cross off the 'Alerts'. Unfortunately Purple Mash don't get rid of old alerts for you!

Remember to continue to use the SMART internet rules and to be kind and considerate when sending messages to each other.

