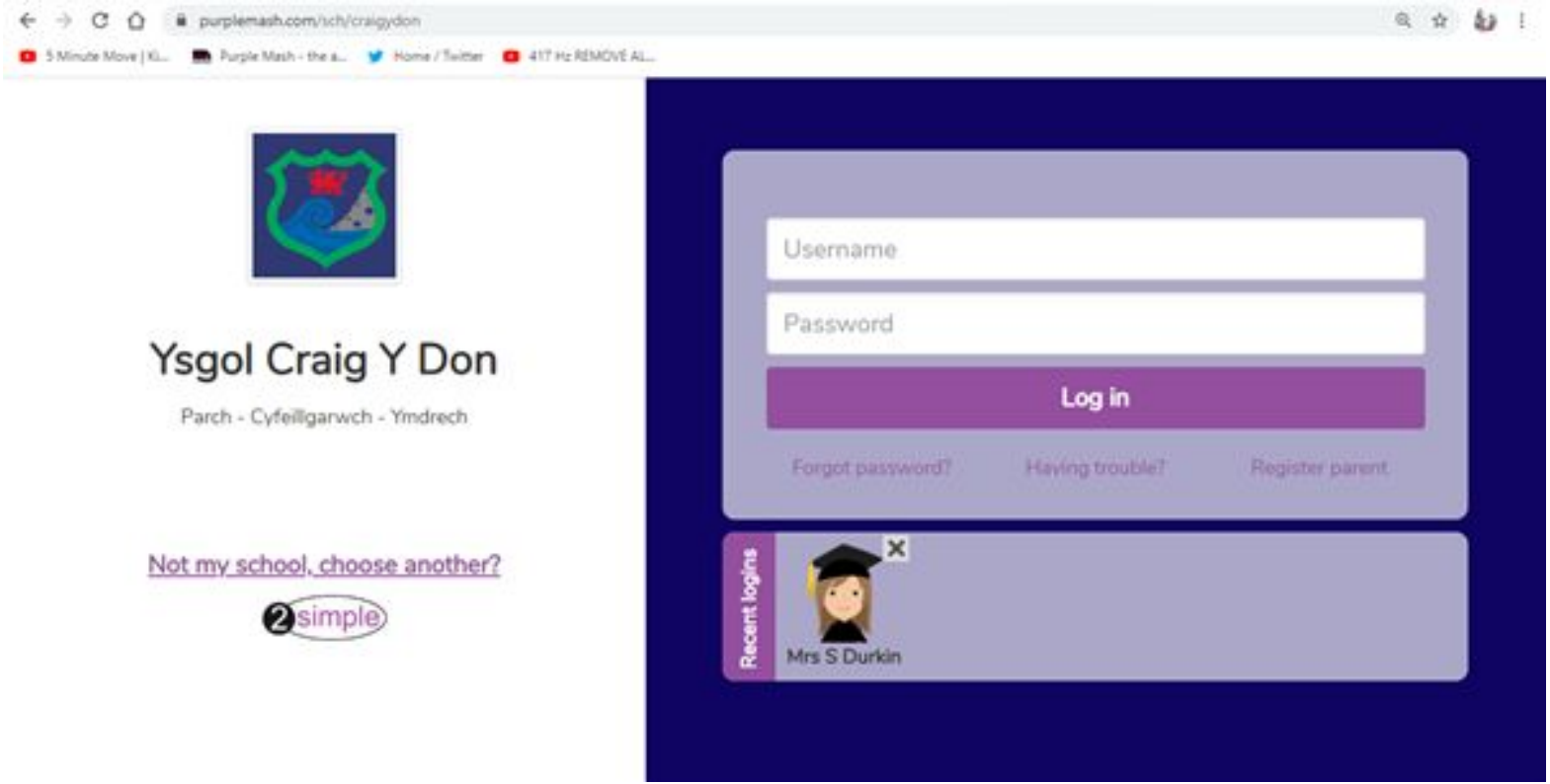
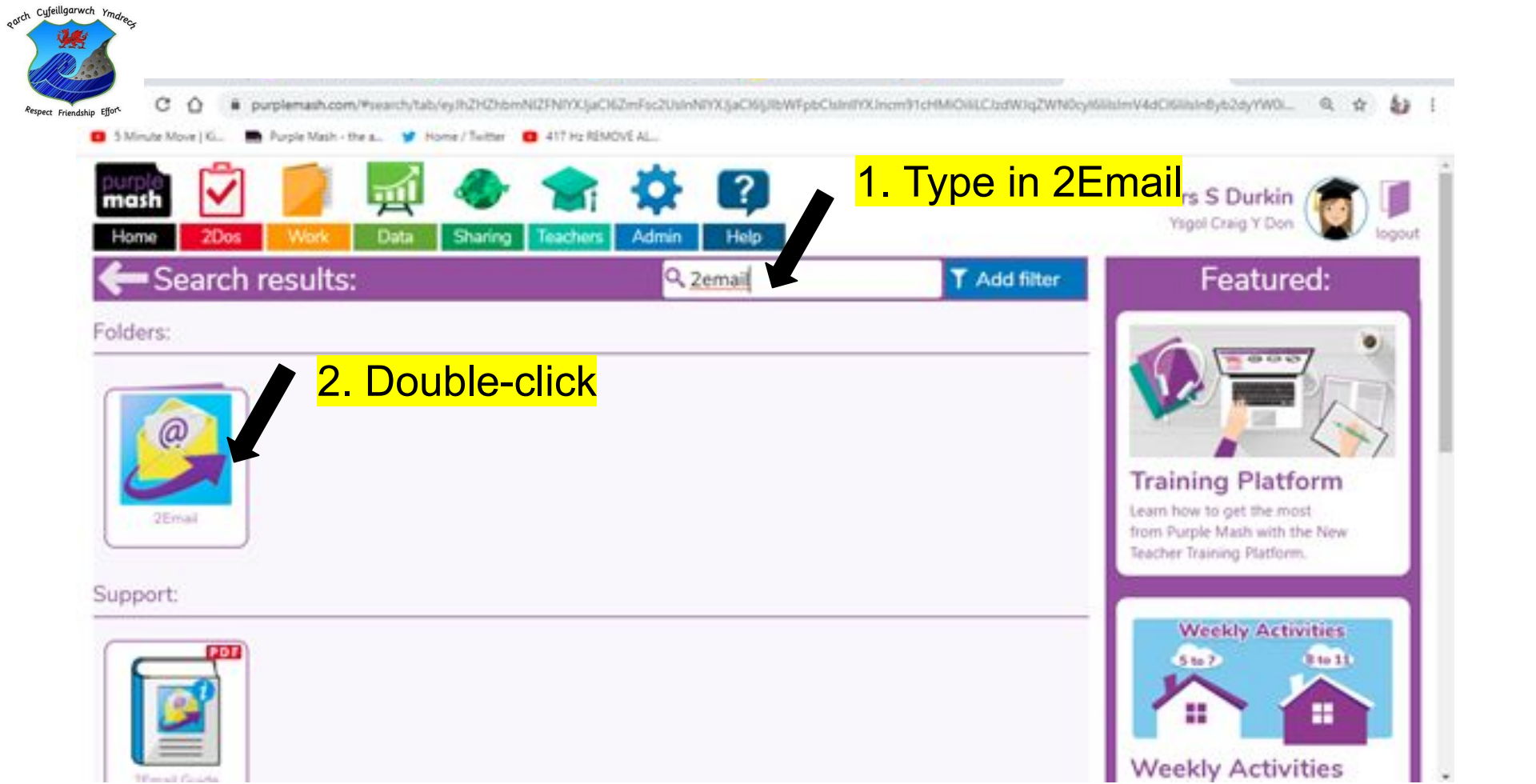
Purple Mash

How to use 2Email

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

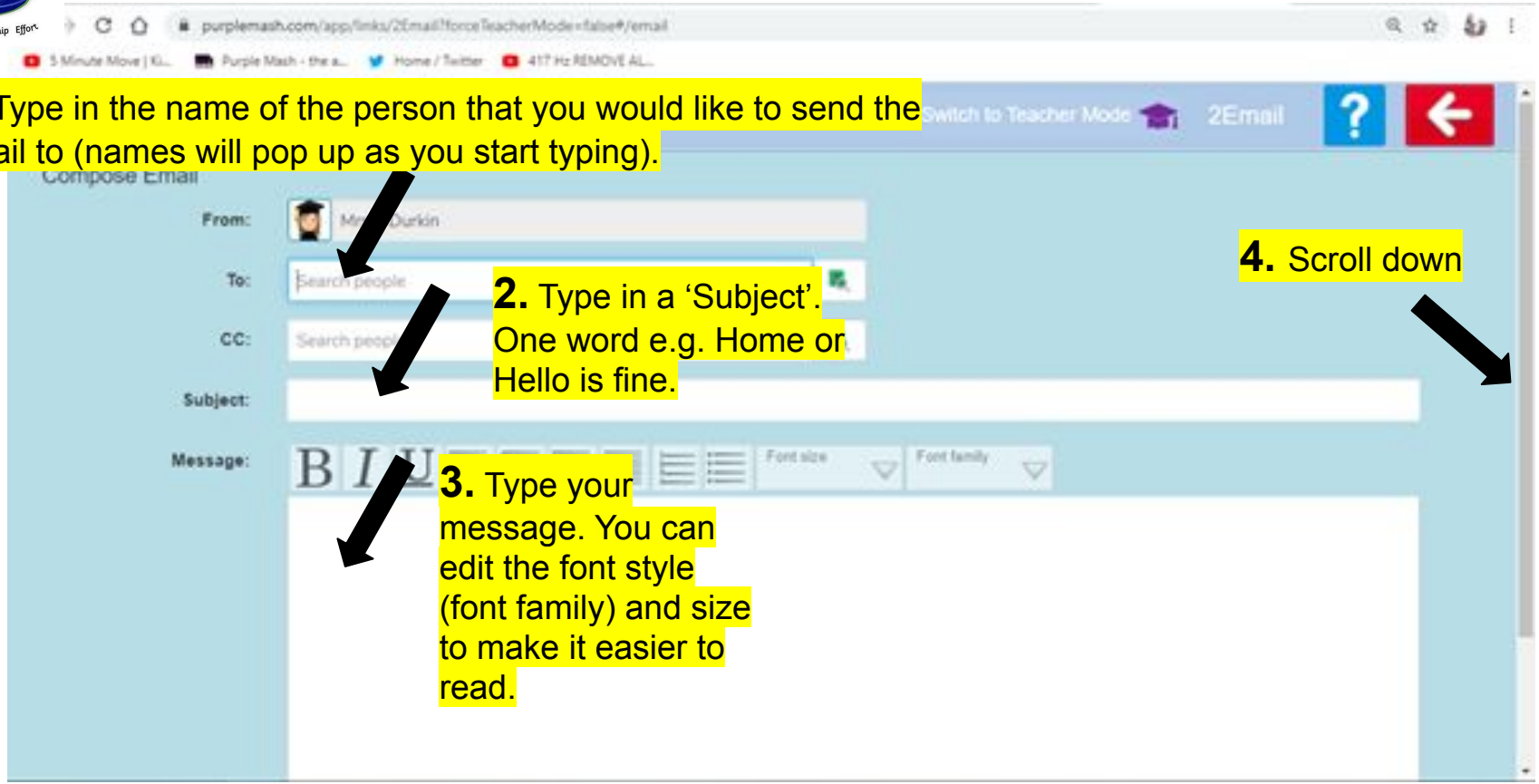
https://www.purplemash.com/sch/craigydon

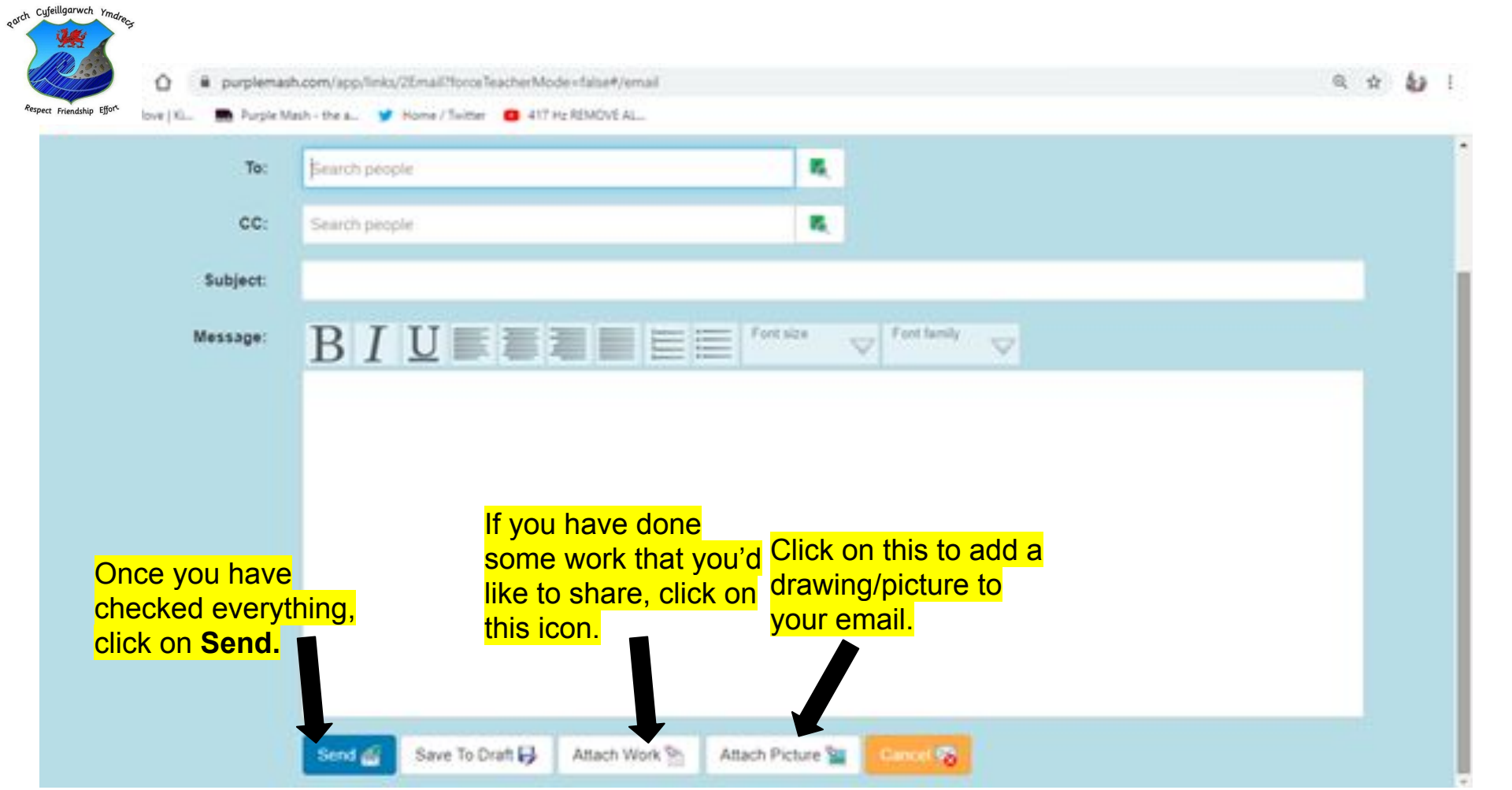



1. Type in 2Email
2. Double-click
Home
2Dos
Work
Data
Sharing
Teachers
Admin
Help
Search results:
2email
Add filter
Folders:
2Email
Support:
Featured:
Training Platform
Learn how to get the most from Purple Mash with the New Teacher Training Platform.
Weekly Activities
Weekly Activities

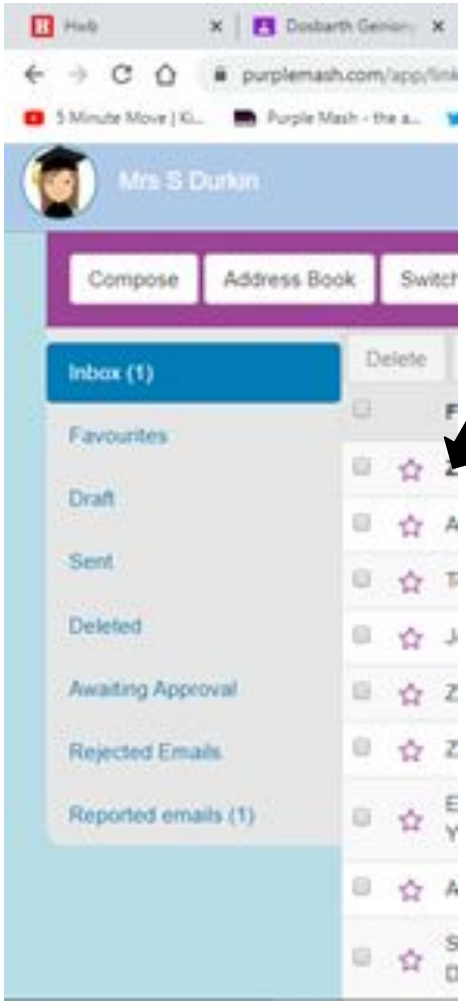
(Cropped version of page)

To write an email, first click on **‘Compose’**.


purplemash.com/app/links/2Email?forceTeacherMode=false#/email
Switch to Teacher Mode
2Email
Compose Email
From:
To:
CC:
Subject:
Message:
Font size
Font family
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


purplemash.com/app/links/2Email?forceTeacherMode=false#/email
To:
Search people
CC:
Search people
Subject:
Message:
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**.

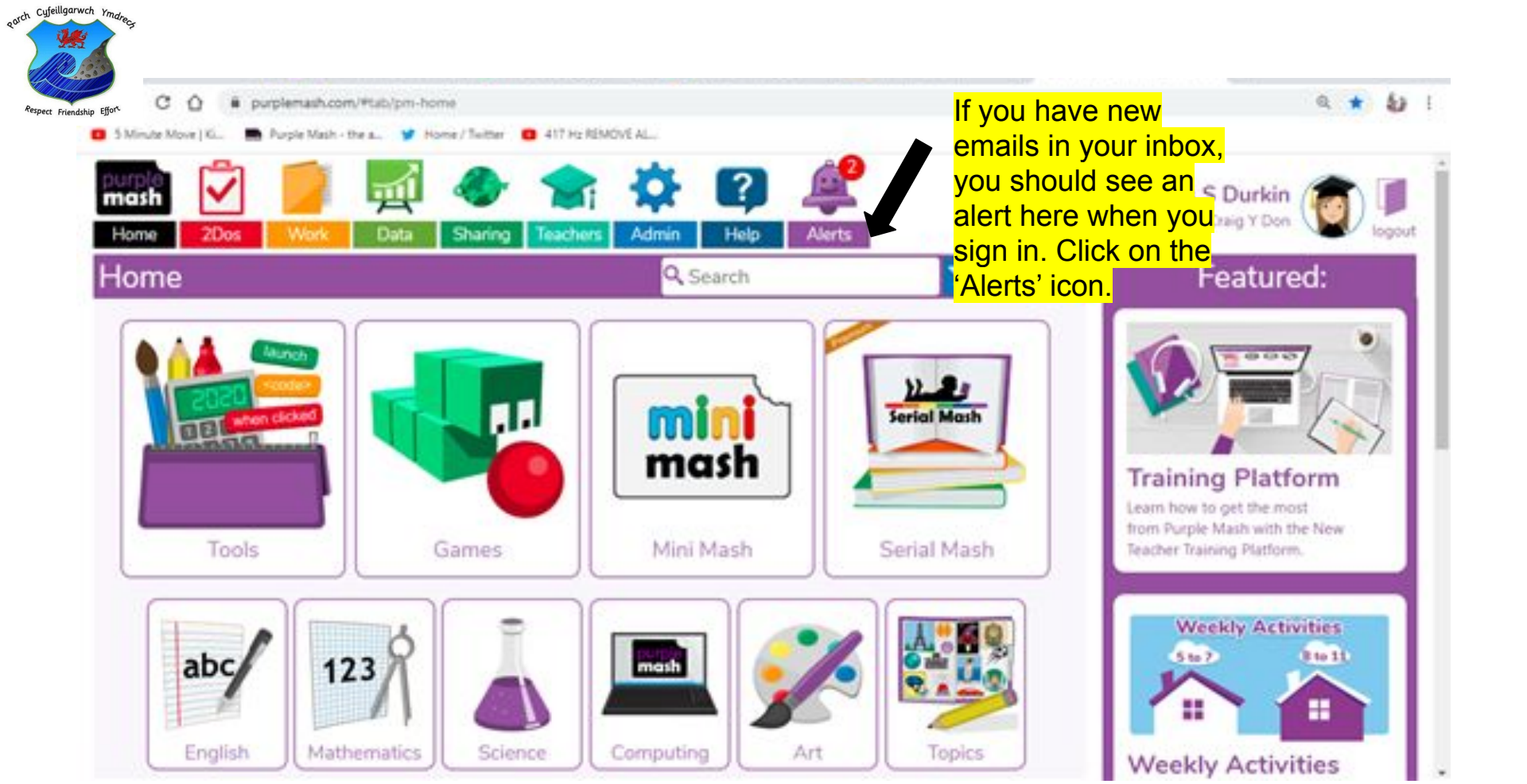
Double-click on the emails to open them.

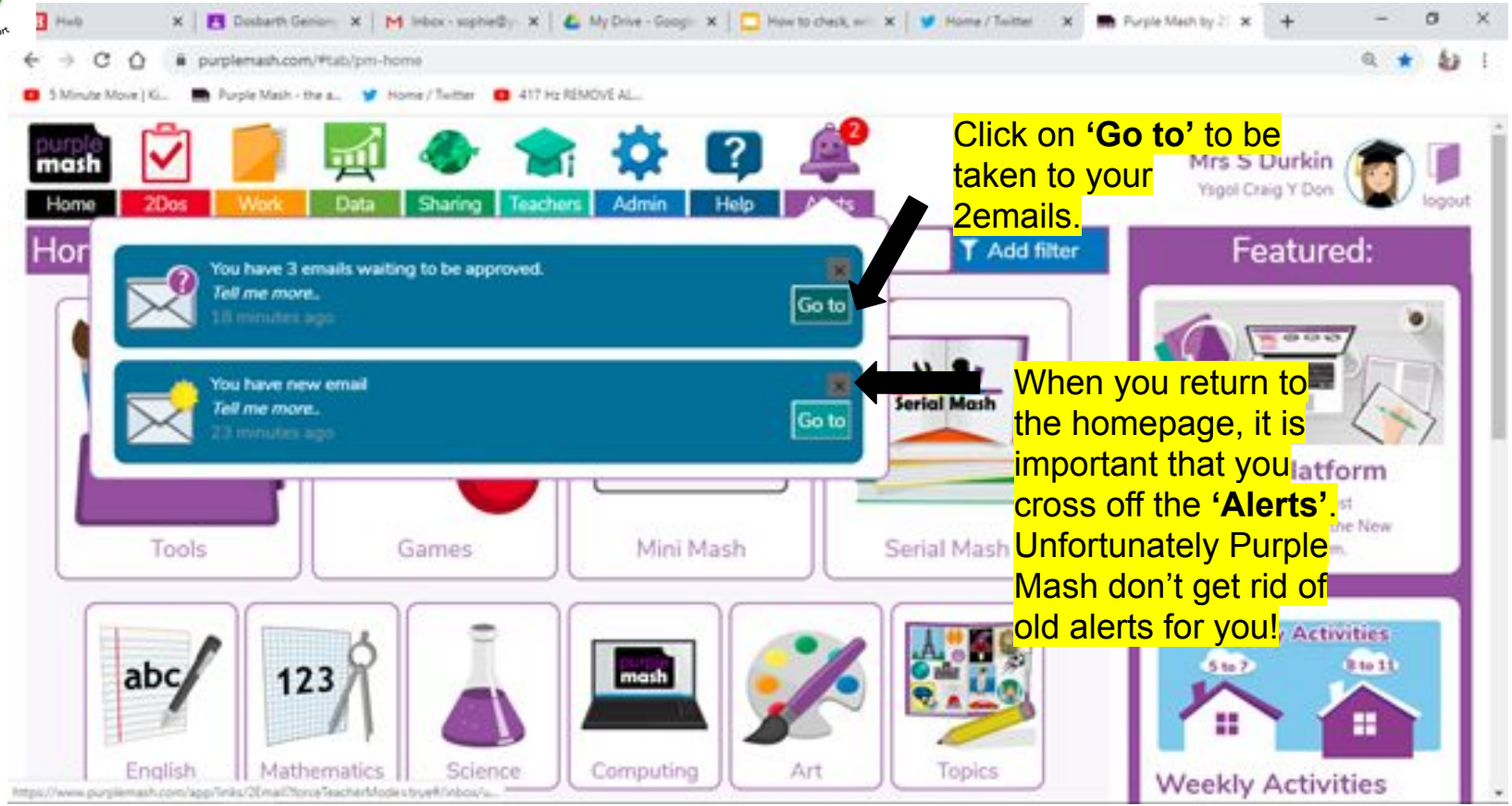
Next click on **'Reply'** under the message and then click on **'Send'** after you have typed your email. .

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.


If you have new emails in your inbox, you should see an alert here when you sign in. Click on the 'Alerts' icon.
purplemash.com/#tab/pm-home
purple mash
Home
2Dos
Work
Data
Sharing
Teachers
Admin
Help
Alerts
logout
Home
Search
Featured:
Tools
Games
Mini Mash
Serial Mash
Training Platform
Learn how to get the most from Purple Mash with the New Teacher Training Platform.
English
Mathematics
Science
Computing
Art
Topics
Weekly Activities
Weekly Activities



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.