



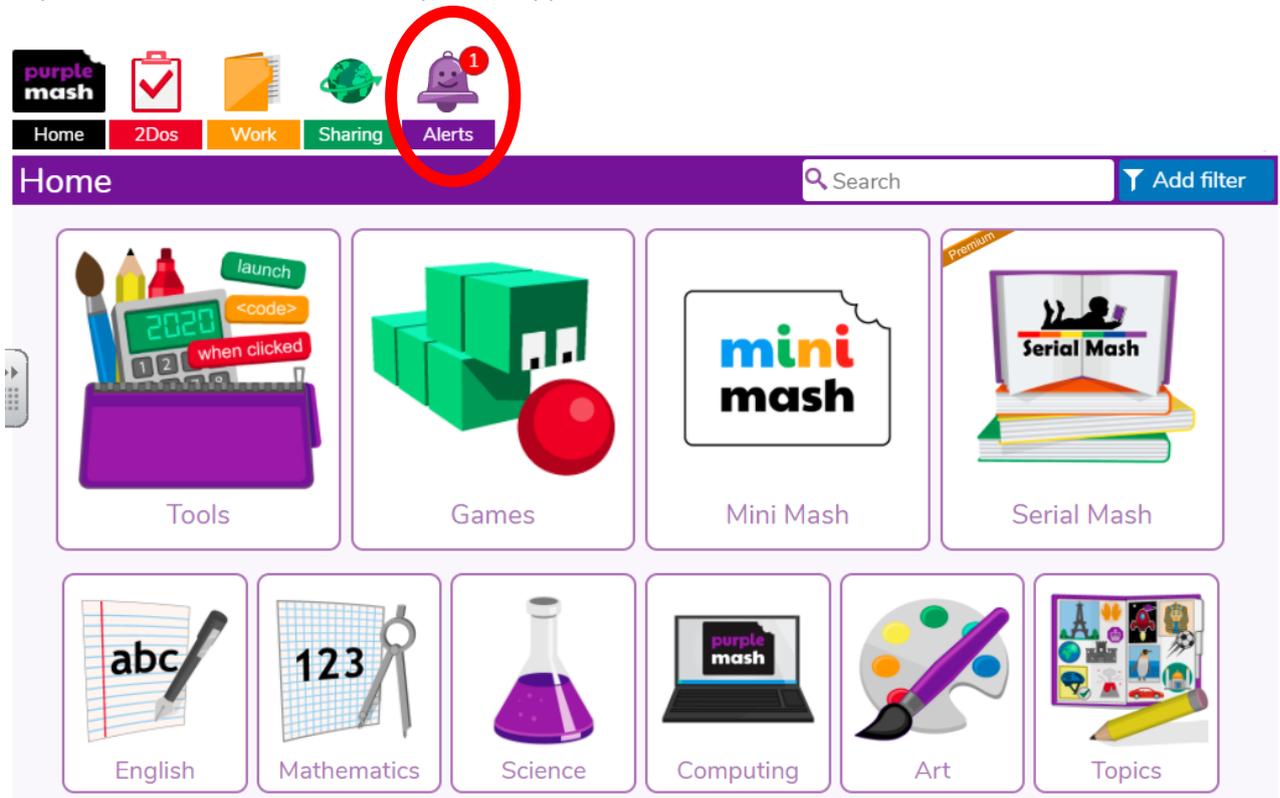
INSTRUCTIONS ON HOW TO USE 2EMAIL For Pupils and Parents

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How to access 2Email from your dashboard	8-9
How to share your Purple Mash work via 2Email	10-18

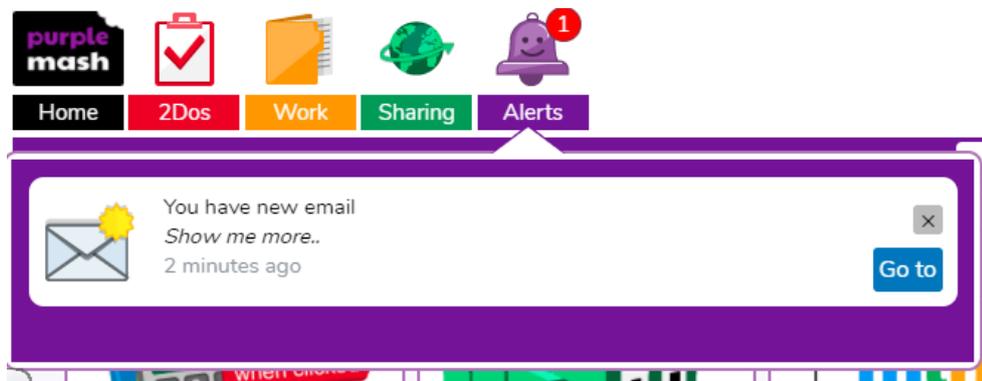
1. Please go to the website: <https://www.purplemash.com/sch/stgregoryscathol0>
2. When your child logs in to Purple Mash, they should use their login details.
3. Once your child has logged in to the website, they should see a dashboard. It looks like this:

The screenshot shows the Purple Mash dashboard for user Ciaran. At the top, there are navigation tabs: Home, 2Dos, Work, Sharing, and Alerts. A search bar and 'Add filter' button are also present. The main area features several activity tiles: Tools, Games, Mini Mash, Serial Mash, English, Mathematics, Science, Computing, Art, and Topics. On the right, there is a 'Featured:' section with 'Busy Beats' and 'Mash of the Month' tiles. The user's name 'Ciaran' and a 'logout' button are visible in the top right corner.

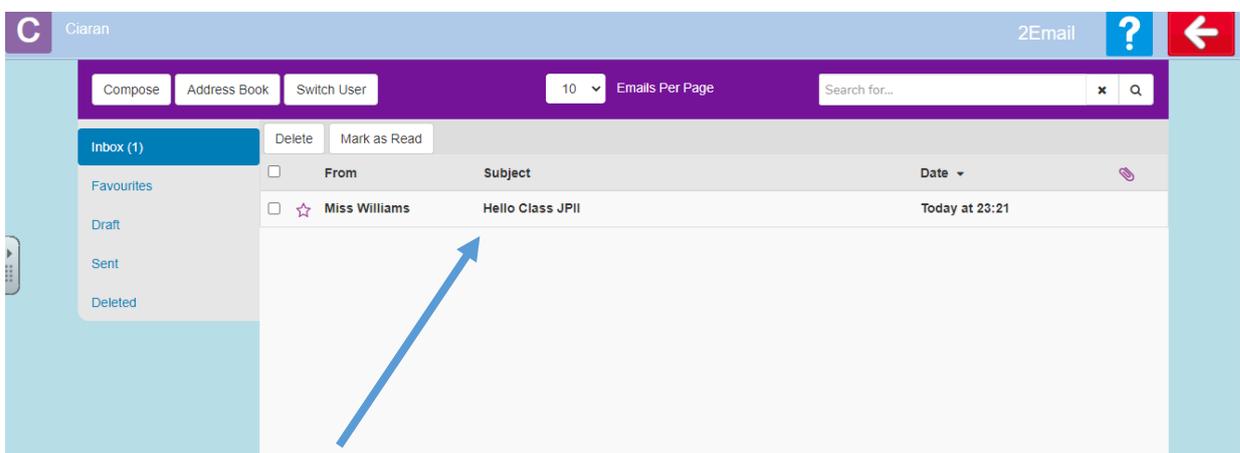
4. Any emails that have been sent to you will appear as an alert here.



5. You will see a notification. It looks like this. Click 'Go to'.



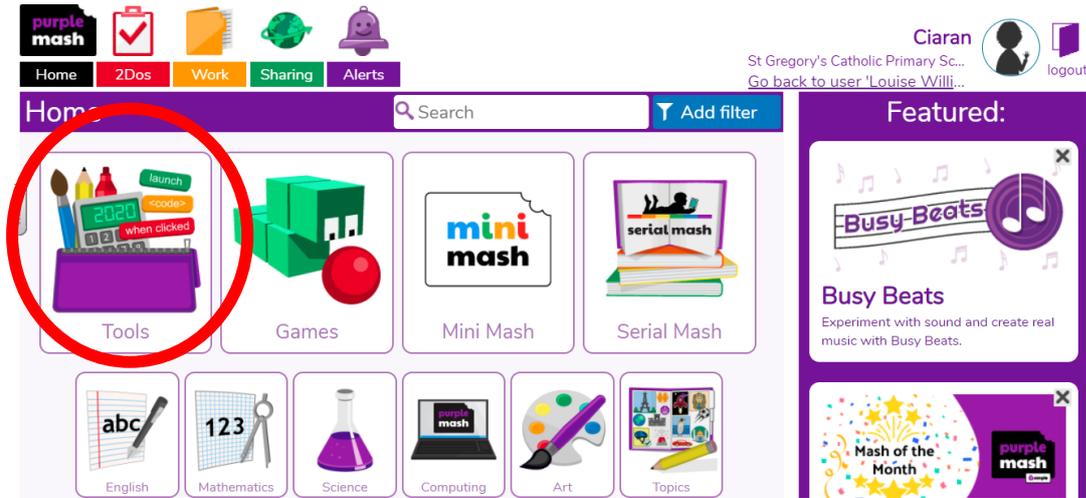
6. The 2Email program will open and you will see your new message in your inbox.



7. Click on the message to open and read it. You also use the 'Compose' feature to write an email back to your teacher (see steps 14-18).

Accessing 2Email from your dashboard

8. If you need to access 2Email from your dashboard, go to Tools.

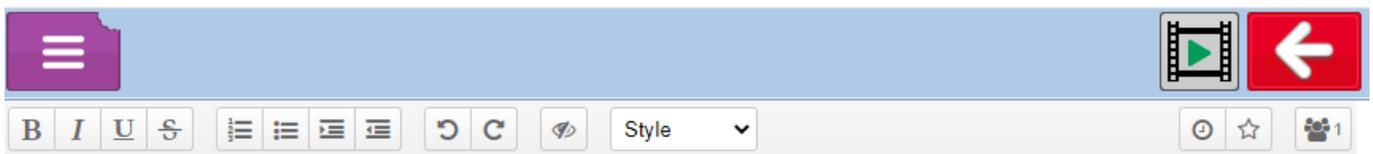


9. Scroll down the page to find Communicating and Sharing. Click on 2Email from here to open the program.



Sharing your work on 2Email

10. Sometimes, you may be asked to share your Purple Mash work with your teacher. For example, this pupil has created a planning document for the project they are going to create on WW1. The pupil used 2Write (see Tools) on Purple Mash for this.



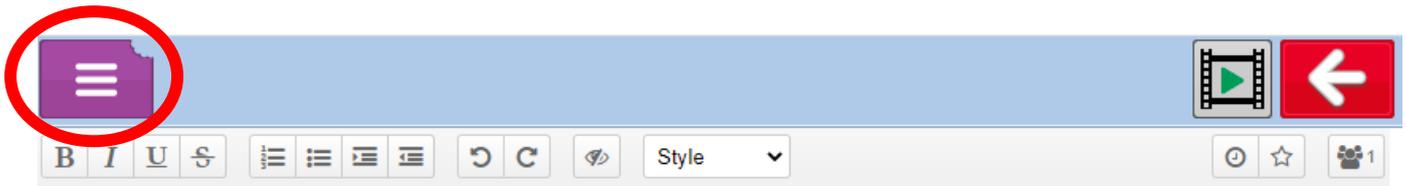
My Ideas

For my piece of work on WW1, I am going to research how WW1 started and what happened.

I will collect facts, pictures and other information and create a project to show what I know.

I could create a timeline, a facts leaflet or a powerpoint.
These are my starting ideas. I will add more as I research information.

11. The pupil can save their work in their 'Work' folder. If it is completed, they can send it to their teacher through the share function. To do this, go to the Purple tab.



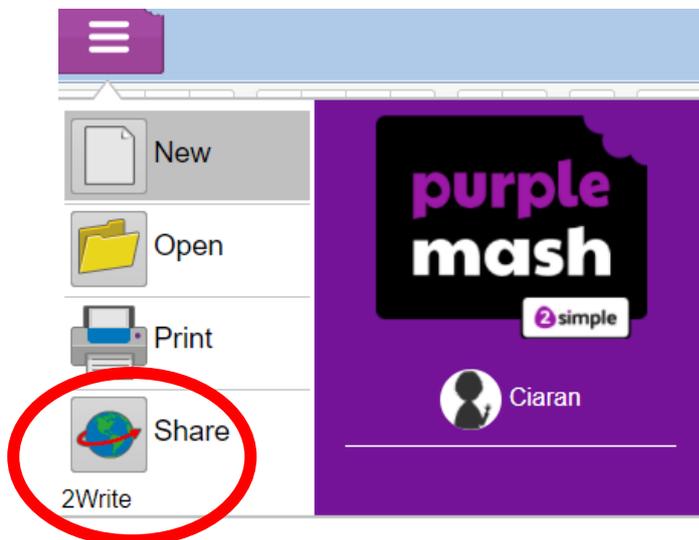
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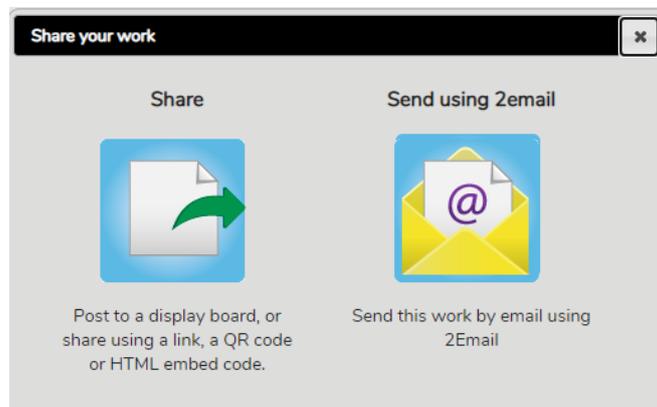
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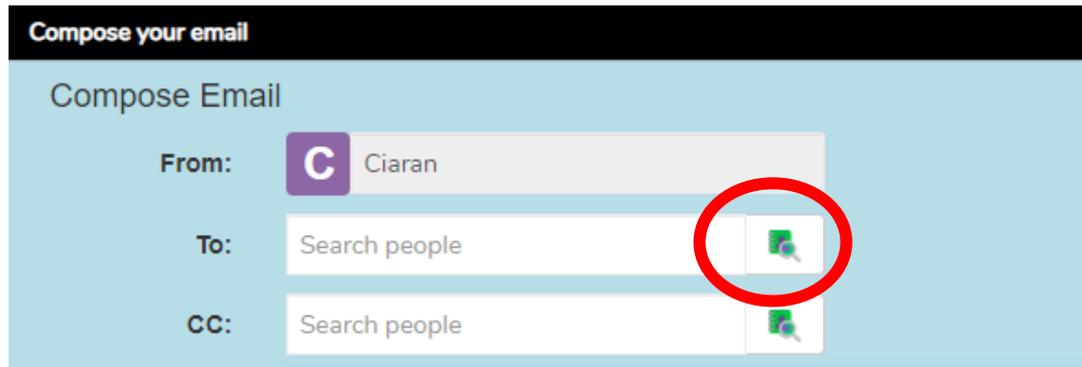
12. Click on 'Share'.



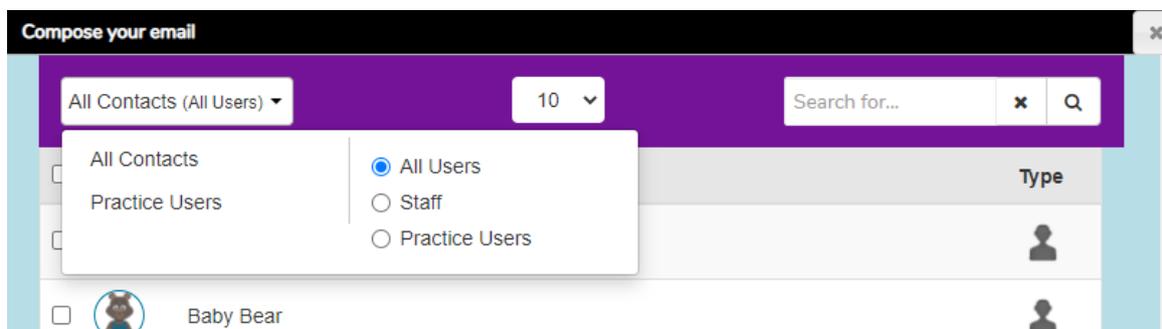
13. Click on 'Send using 2email'.



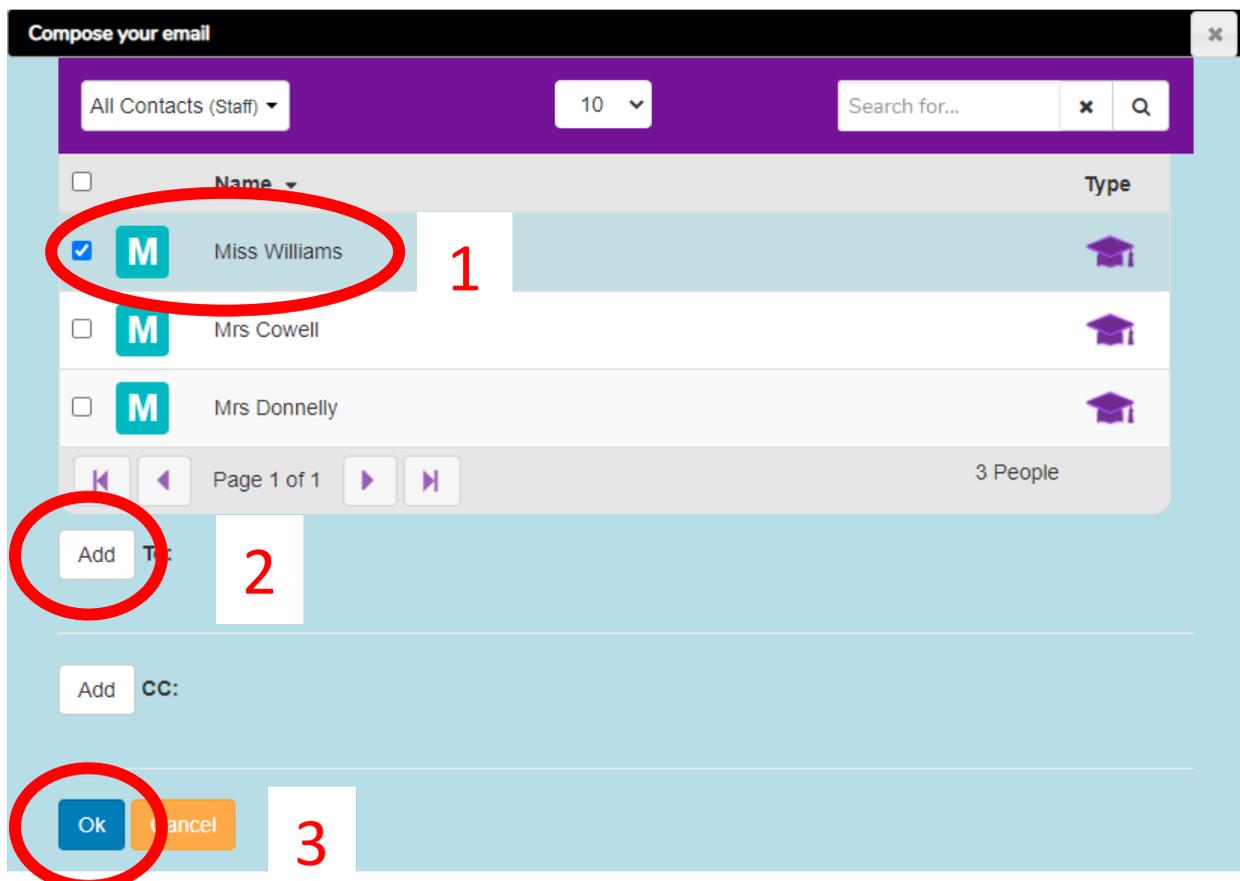
14. A compose email page will open up. Type in your teacher's name or click on the button next to 'search people'



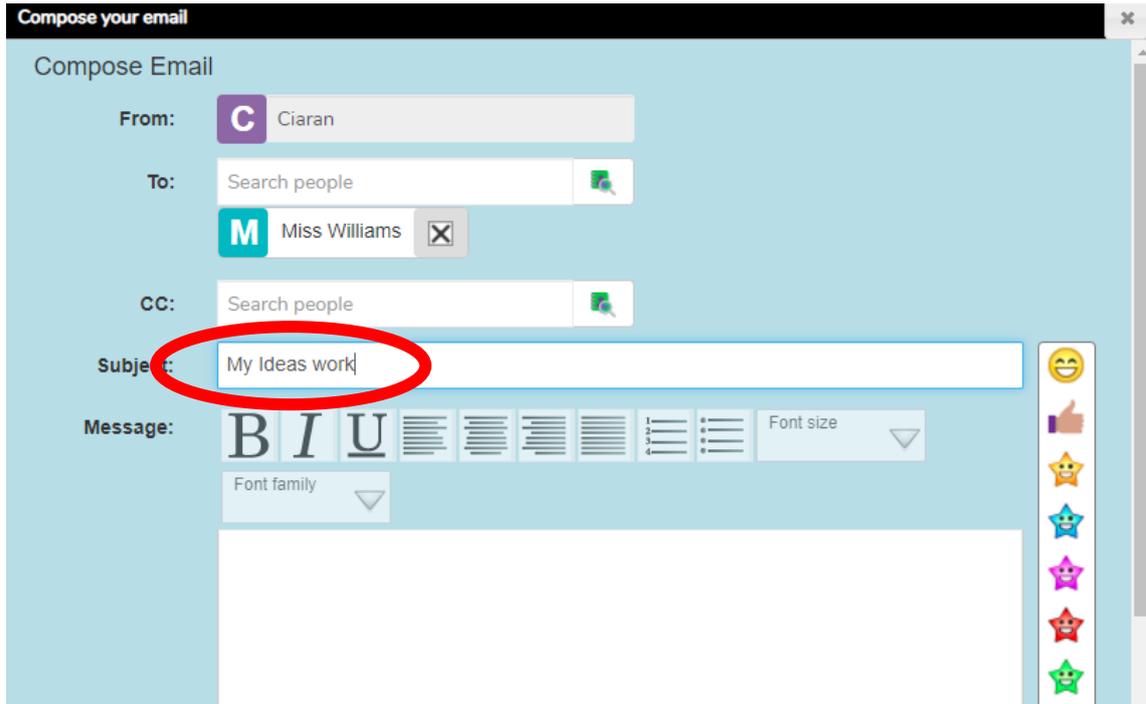
15. In the top left corner, click on All Contacts and choose 'Staff'.



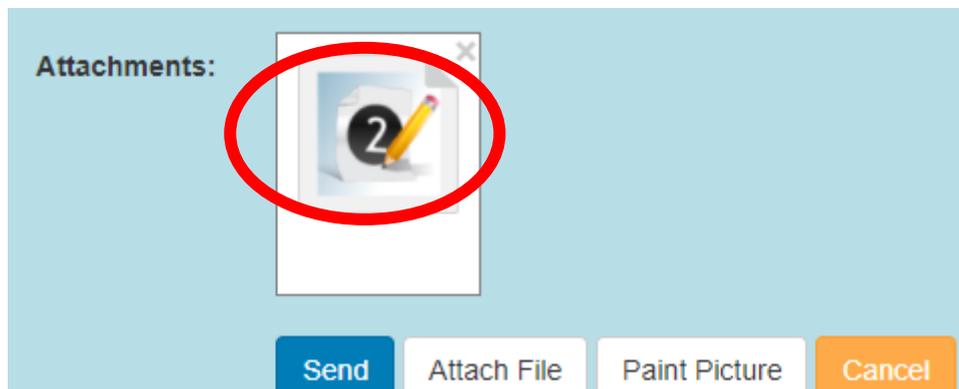
16. A list of staff members for your class will appear. Choose who you want to send the file to (usually your teacher). Then click on 'Add' and then finally, on 'OK'.



17. Now add in your subject title and any message you would like to send with it.



18. You will see that your work is attached at the bottom of the email. Now click on 'Send' and you are finished! Your teacher will receive your work.



Keep your eyes open for any email alerts back!