How to send your teacher an email using 2email on Purple Mash
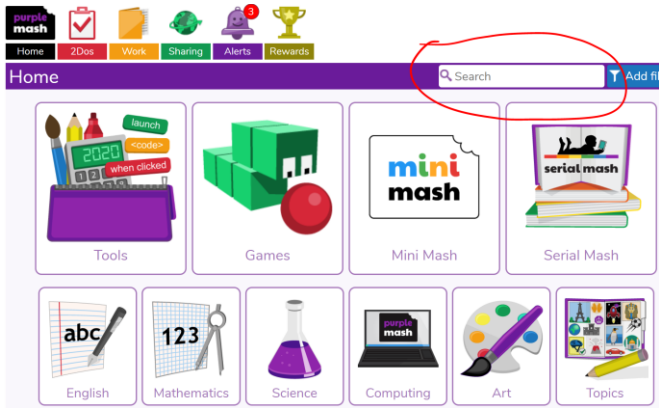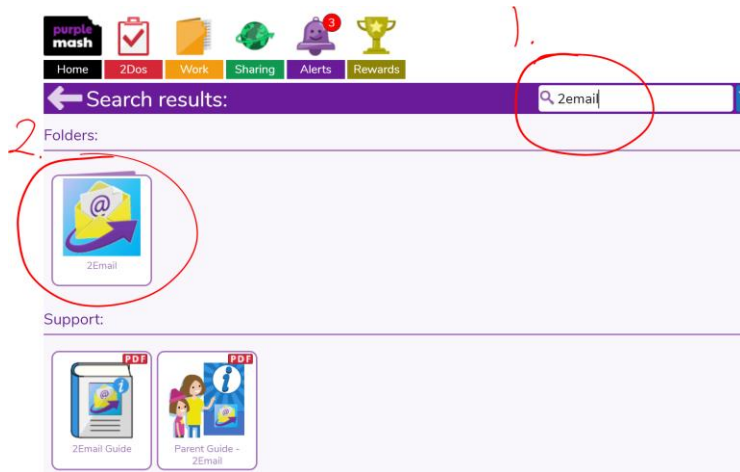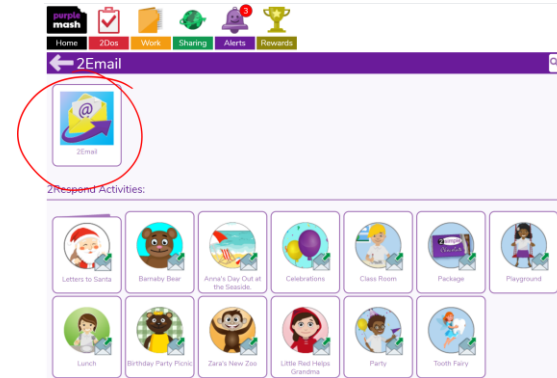
1. Once you have signed in, click the search bar on the homepage as shown below:

2. Type '2email' and then click on the 2email icon:

3. Again, click on the 2email icon:

4. To compose a new email, click on the envelope with a green + sign.

5. Follow these steps:
   1. Type in the year you are in eg "Year 2" and "Year 2 Teacher" will appear in the list.
   2. Let the teacher know what your email is about by typing in the 'subject' box. For example, you might type 'Homework' if it is about your homework.
   3. Type a message to your teacher. Remember to use CL and FS!
   4. When you have finished your email, click send.