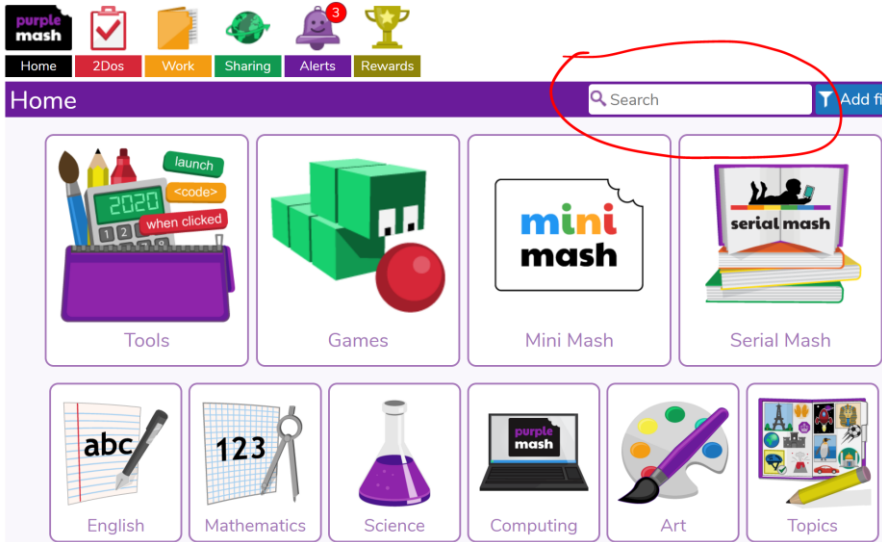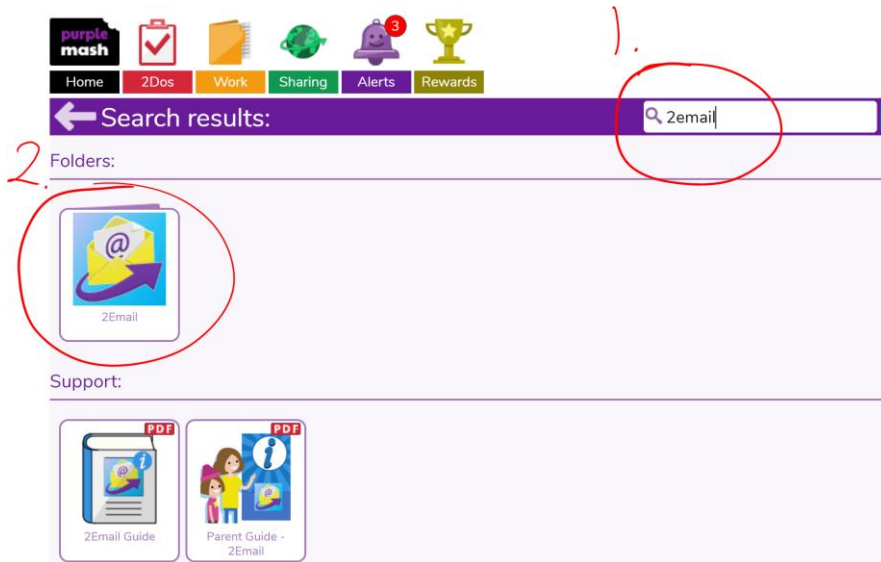**How to send work to a teacher using 2Email on Purple Mash**
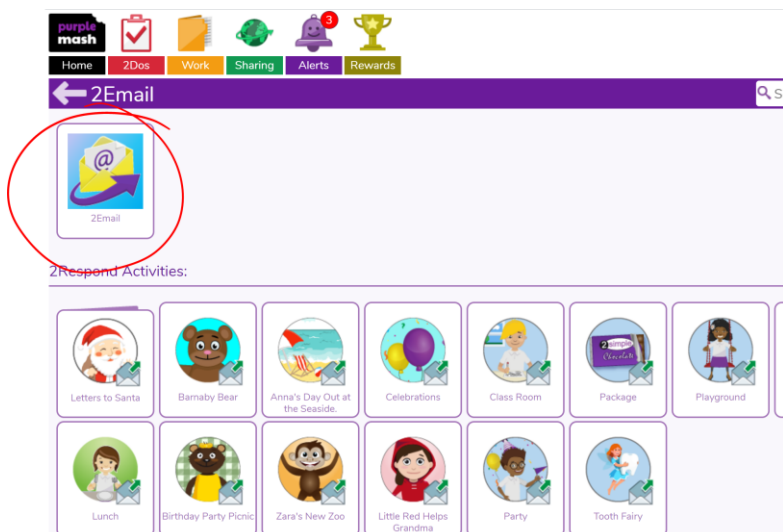
1. Once your child has signed in, click the search bar on the homepage as shown below:

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

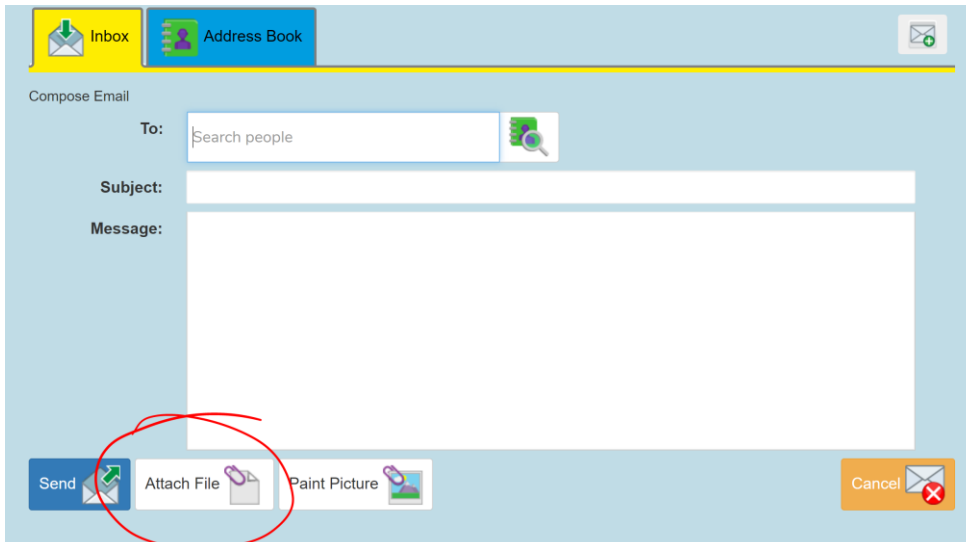3. Again, click on the 2email icon:

4. You can now email work by replying to the teacher's email OR by composing a new email. The way to attach a document/image is the same for both options. Here are instructions on how to send a document from a new email:
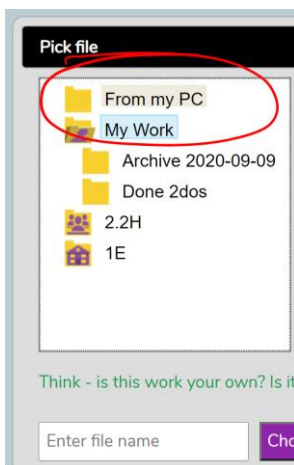
Click on the envelope with a green + sign.

5. Click 'Attach file.'

6. Locate and double click the document/image from your computer.

7. Once you have attached the relevant files, click send: