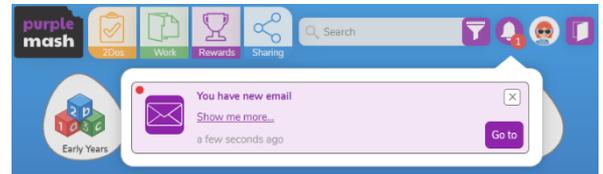# Purple Mash Email: Parent Guide
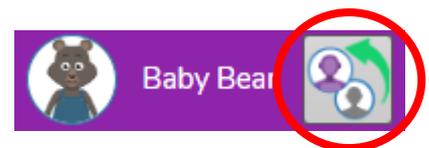
- ❷ 2Email is a completely internal email system: your child cannot get email from outside of Purple Mash in 2Email. It has been developed to provide a safe environment for children to learn about email. It has various settings that the teacher controls for safeguarding purposes.

- ❷ If your child recieves an email, then they will have an Alert (bell icon) on their Purple Mash home screen.

- ❷ Your child can open 2Email and practise sending email to various characters, complete activities in 2Respond or they might be set an email activity by the teacher as a 2Do.

- ❷ They can send an email to a "Practice character", then swap to that character to view the email and respond, then switch back to themselves.
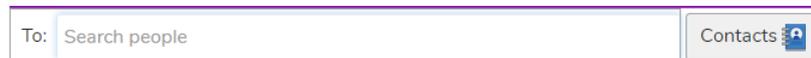
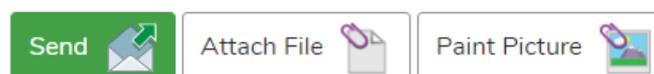- ❷ There are 2 versions of 2Email, a simple format and a standard one. Your teacher selects the format.

- ❷ **If class email is activated:** Usually pupil to pupil emails require approval by the teacher for them to be sent. This means that if your child sends an email to another child, then it will not be sent unless the teacher approves that email.
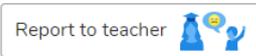
- ❷ **If pupil to teacher email is activated:** In this case your child can email their class teacher directly via Purple Mash.

- ❷ To send email, click the **Write Email** button and then select who to send it to either by clicking in the address bar or on the **Contacts** button.

- ❷ Use the buttons at the bottom of the screen to attach files including other work created in Purple Mash or uploaded from your device or paint a picture.

- ❷ If your child receives an email they are concerned about, then they can click the **Report to teacher** button and it will be removed from their inbox and sent to the teacher.

- ❷ The teacher can send attachments in an email. If this is a piece of work to do, your child will need to download the attachment, open it, complete it and save it. They will be able to send an email back to the teacher and attach the work.

- ❷ There are a range of online safety email simulations in 2Email. Your child's teacher can set these as 2Dos, and they might look like SPAM or other problem emails in your child's inbox: This is a simulation and helps prepare children for using "real" email in the future. The teacher can also send email from a variety of characters, such as book characters, famous people, etc. as part of daily work or homework.

Need more support? Contact us:

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