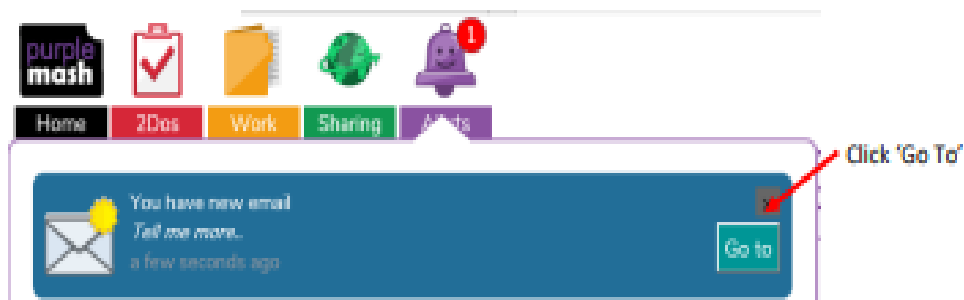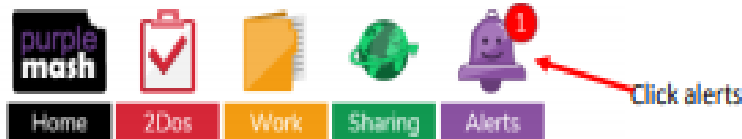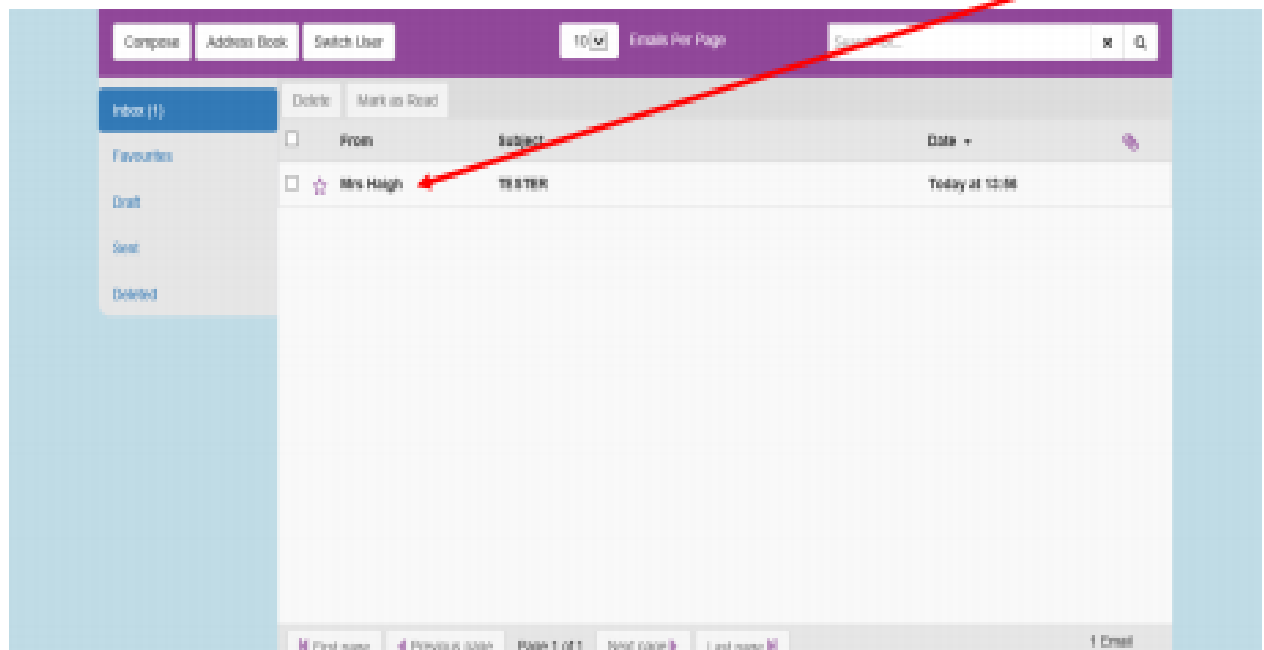## Sending Emails On Purple Mash

Whilst the children are working from home, they can send their class teacher emails about the work they are completing. We think this is the best way for contact to be maintained.
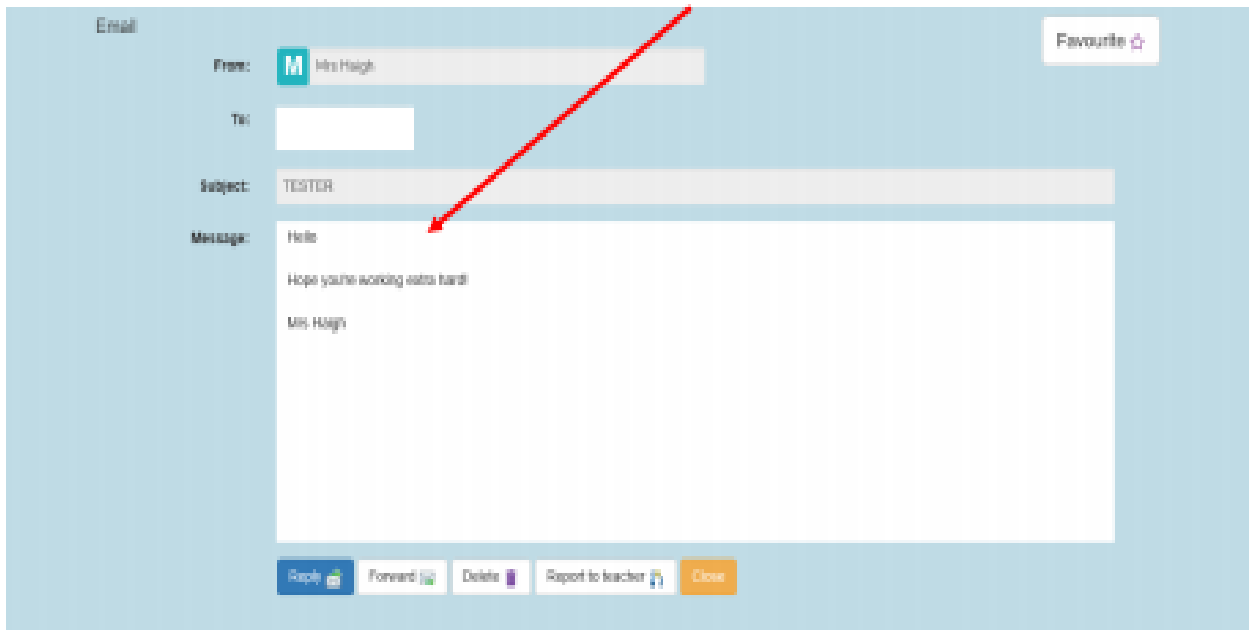
Replying To Emails From The Teacher

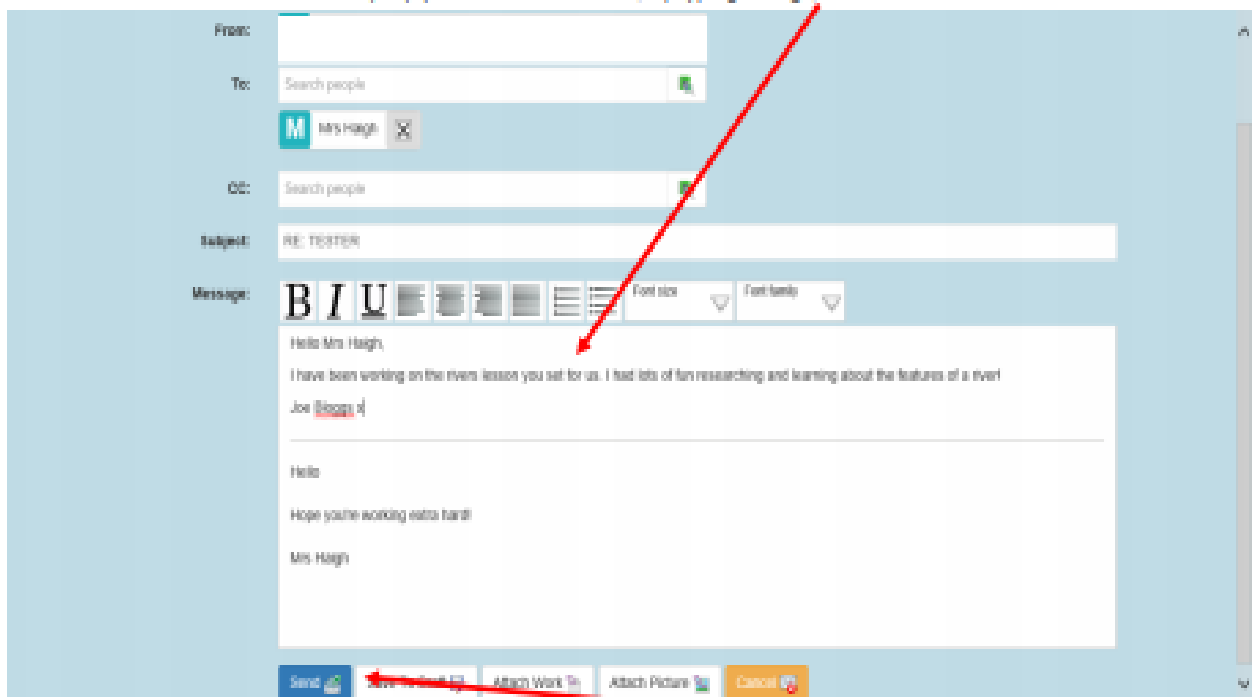1. Once logged into purple mash, there may be an alert, telling your child that they have an email.

Click alerts

Click 'Go To'

2. This will take your child to the email inbox where they will see who has sent them an email.

MOORSIDE

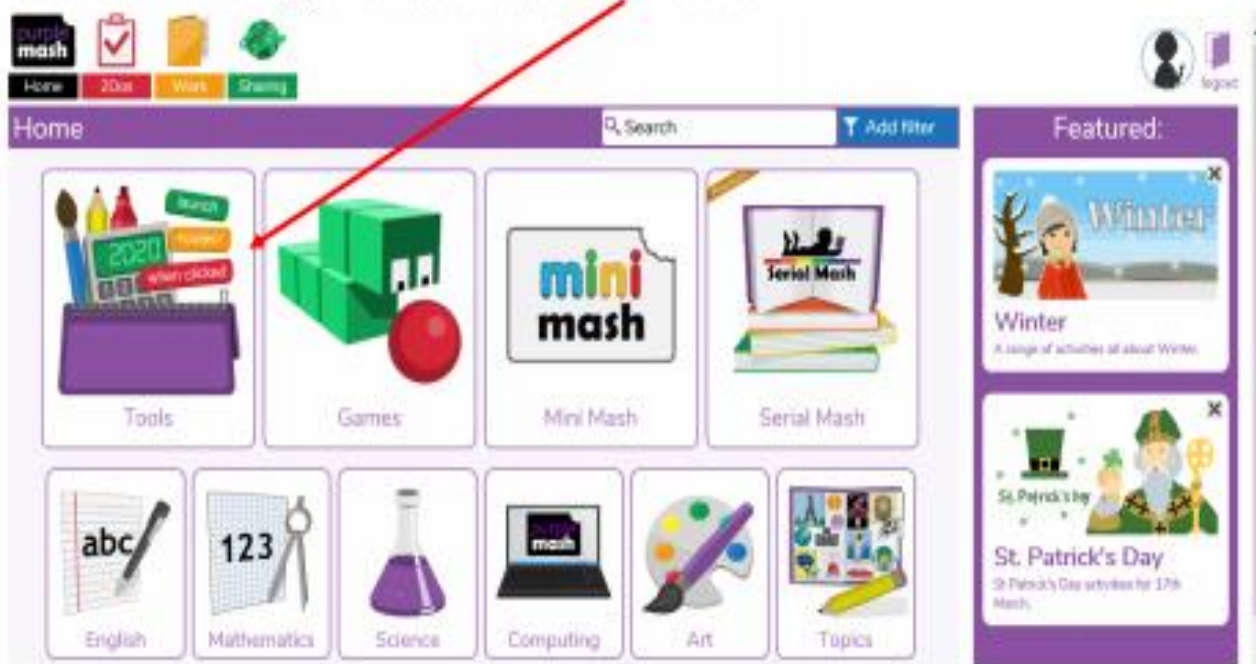3. Click on the message and it will displayed on the screen.

Email

From: **M** Mrs Haigh

To:

Subject: TESTER

Message:
Hello

Hope you're working extra hard!

Mrs Haigh

Favourite ☆

Reply | Forward | Delete | Report to teacher | Close

4. Your child can they reply to their class teacher, by typing in large, white box.

From:

To: Search people
M Mrs Haigh ✕

CC: Search people

Subject: RE: TESTER

Message:
B I U [formatting toolbar] Font size ▽ Font family ▽

Hello Mrs Haigh,

I have been working on the rivers lesson you set for us. I had lots of fun researching and learning about the features of a river!

Joe Bloggs :)

Hello

Hope you're working extra hard!

Mrs Haigh

Send | Save to draft | Attach Work | Attach Picture | Cancel

5. When they are happy with their message, click send.   The class teacher will then receive a notification that they have had a response and can reply back to your child.

MOORSIDE

Composing A New Email To Send To The Teacher (if the teacher has not already sent one to your child)
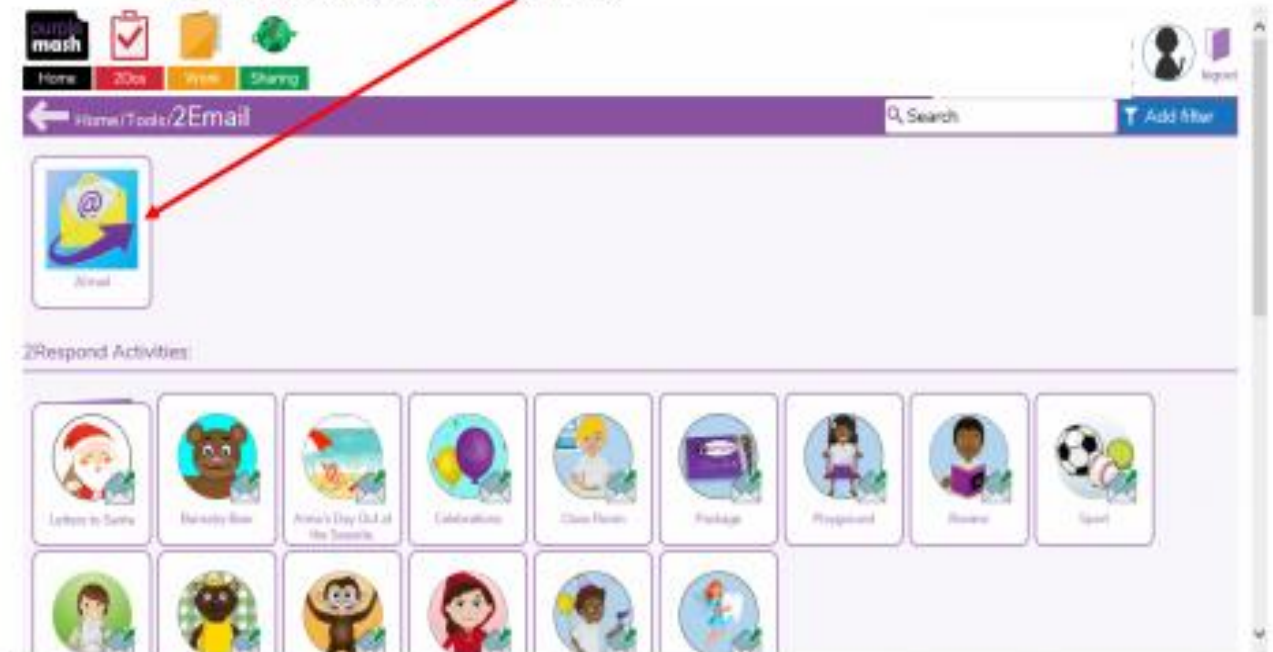
1. Once logged into Purple Mash, click on the 'Tools' icon.

2. Scroll down and locate the 'Communicating and Sharing' tool. Click on 2Email.

MOORSIDE

3. On the next page, click on '2 Email again'.

4. To write a new email (instead of replying to previous emails) click on 'Compose'.

MOORSIDE

5. To find the class teacher, click on the magnifying glass at the end of the 'To' box.


6. In the search box, type the class teacher's name and then click on the magnifying glass to search for them.

7. Click in the white box next to the teacher's name when they appear on the next screen. A black tick will appear.   Then click 'Add'.

8. The teacher's name will appear under the 'Add' and then click 'OK'.

MOORSIDE

9. Now compose the email to the class teacher, explaining why you are sending them a message. E.g. Your child is struggling with some of their work or there is an issue completing it. Messages do not need to be sent when work has been completed, as the teacher will get a notification of this.

10. Finally click 'Send' and the message will be sent to the class teacher, who will receive a notification and be able to reply as appropriate.