




Unit 3.5 – Email



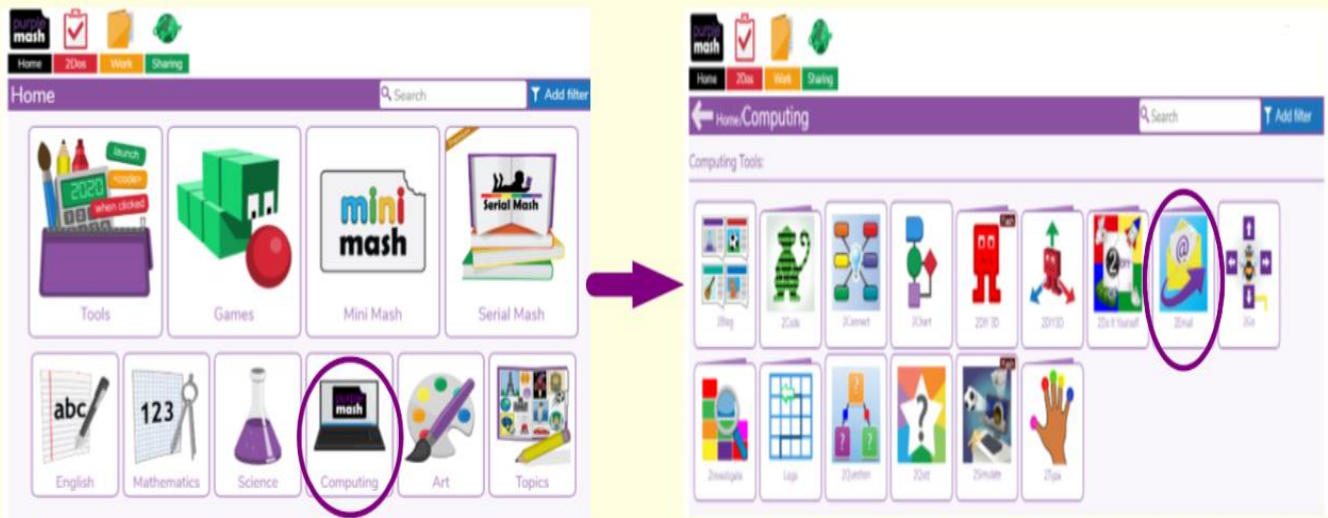
IMPORTANT - Online Safety

Report to teacher 

Every email can be seen by teachers.

- This can be used if you find something offensive or inappropriate in an email.
- If you press this button, the email will be reported to your teacher (me!).
- Once you press this button, the email will disappear from your folder.

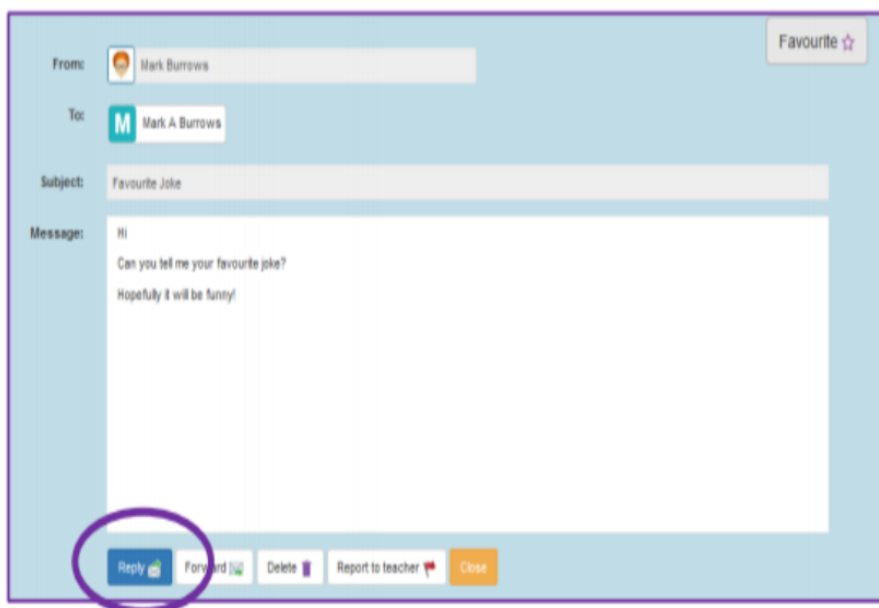
How to access 2Email on Purple Mash:



2Email is a safe way of using email in school.

You can only send and receive emails from people in school.

New emails can be found in 2Email but also by clicking on 'Alerts' at the top of



Once opened, you can reply by clicking the **reply** button.

Attach your work by clicking the '*attach work*' tab.



Click me

