

## 4. Click on '2email'

Image: St Mary's RC Primary School       St Mary's RC Primary School         Home       2Dos       Work       Sharing       Teachers       Help				
Home/Tools	Q Search T Add filter			
2Create a Story	Maths City 1			
Trype Trype Text Toolkit	2Question 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/2 2/			
Talking Stories 2 Tell				
Coding:	communicating and Sharing :			
Code				
Art and Design:	Quiz sourceme Creation :			

## 5. Click on '2email' again

Home 2Dos Work Sharing Teachers	? Help			St Mary's RC Prim <u>Go back to user 'l</u>	jbloggs Pary School Borriello'
(Tools/2Email				<b>Q</b> Search	▼ Add filter
2Resp. Activities:					
Letters to Santa	Celebrations	Package	Review Spor	t Lunch	Birthday Party Picnic
Zara's New Zoo	Tooth Fairy				

Famous People:

## 6. Click on 'Address Book'

jbloggs 🐼	Inbox Address Book	2Email	? <
	M Miss N. Slater M Miss R. Mosley M Duck		
	M Mr R. Bowkett M Mrs J Bate		
	M     Mrs J Broomfield       M     Mrs L. Rogers       M     Mrs P Berry		
	M Ms O OBeirne		

## 7. Scroll down

J jbloggs 🚯	2Email <b>?</b> 🗲
Address Book	
Miss N. Slater	
M Miss R. Mosley	
Mr Duck	Scroll down
M Mr R. Bowkett	
Mrs J Bate	here until you
M Mrs J Broomfield	coo toochors'
Mrs L. Rogers	see teachers
Mrs P Berry	names
M Ms O OBeirne	
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8. Click on your teacher's name.

J jbloggs			2Email <b>?                                   </b>
	Address Book		
	<ul> <li>Miss N. Slater</li> <li>Miss N. Slater</li> <li>Miss R. Mosley</li> <li>Mr Duck</li> <li>Mr R. Bowkett</li> <li>Mrs I Borriello</li> <li>Mrs J Bate</li> <li>Mrs J Broomfield</li> <li>Mrs L. Rogers</li> <li>Mrs P Berry</li> </ul>	Name: Mrs I Borriello Send an Email to: Mrs I Borr	Then click

9.	Type what	you would like to say in here.		
J jblo	ggs 📀		2Email ? 🧲	
	Inbox	Address Book		
	Compose Email			
	То:	Mrs I Borriello		
	Subject:	Hello	<b>e</b>	
	Message:	Can you help me with the Topic work you have set today. I don't understand what we ha	ve to do	
	Send Attac	h Work Mattach Picture		
		Click 'send'		

You can send a message to your teacher if you need a bit of help or if you are worried about something. Teachers will work as quickly as they can to reply to you.