

## Using Purple Mash to Send Work

As part of home learning, your child will be expected to return the work that they have completed to their teachers via email on Purple Mash. This will involve them taking a picture of their work.

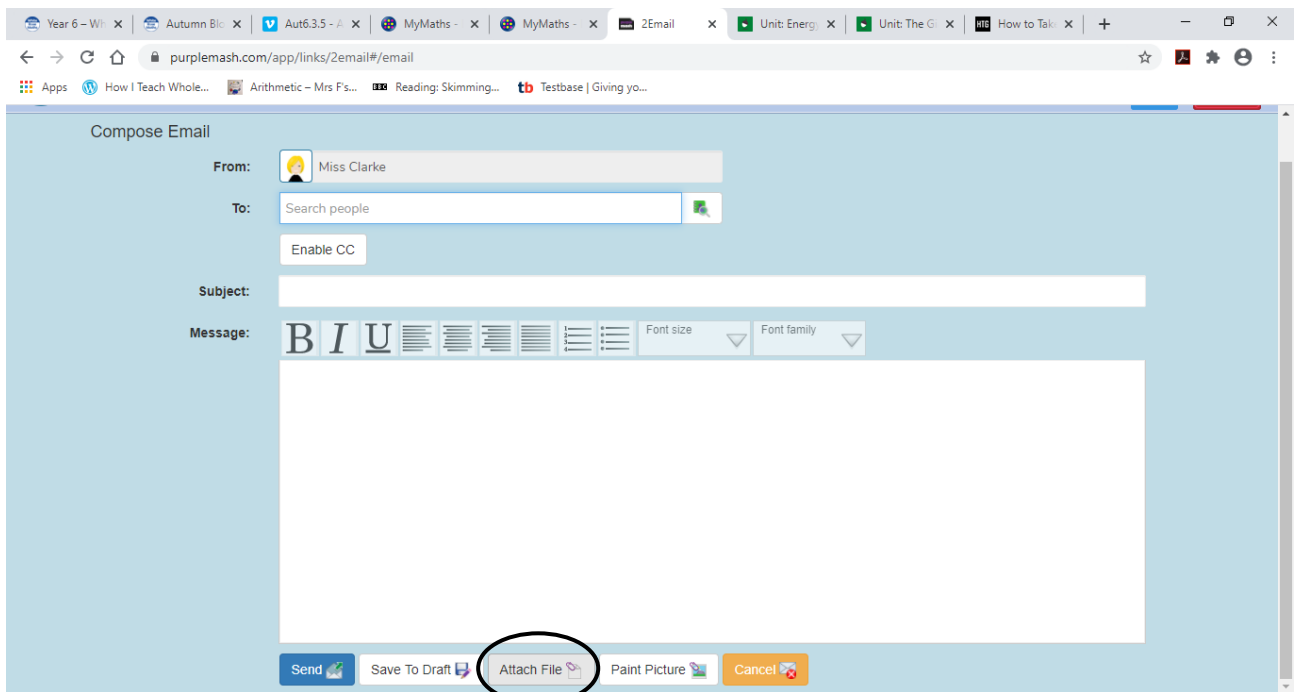
### Attaching a photo on a PC –

If your child has the photo saved on a PC/laptop, they will need to log onto the Purple Mash platform using this device.

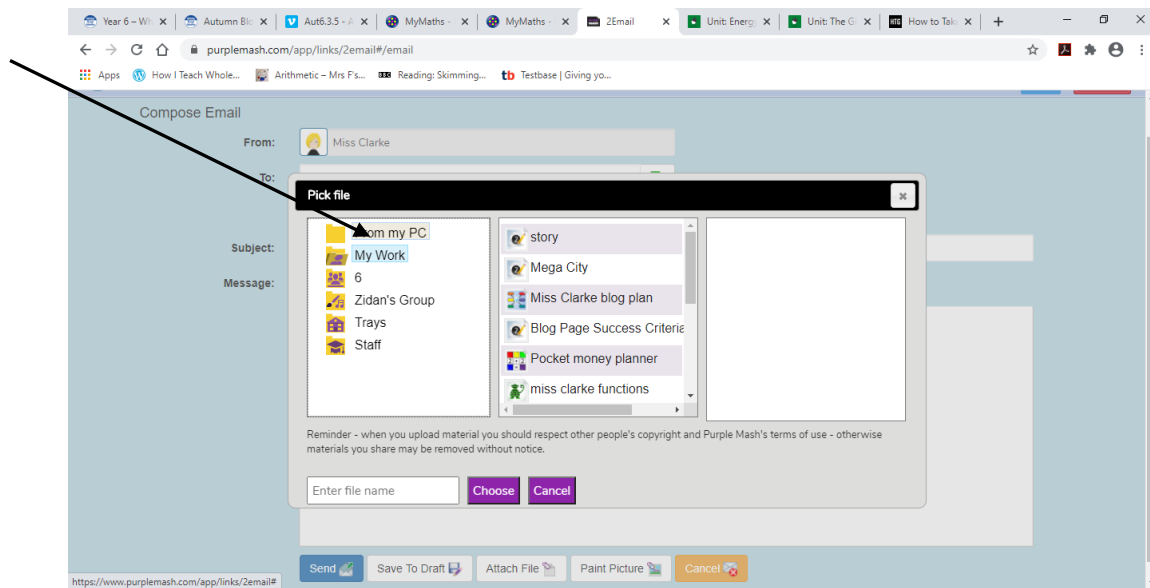
If your child doesn't have a photo saved on the PC/laptop, there are two options which you could follow to transfer the file over.

- Use a USB cable to transfer the photo from the device onto the PC/laptop.
- Take a photo on your phone of your child's work, email the photo to yourself and then access the email on the PC/laptop to download the photo.

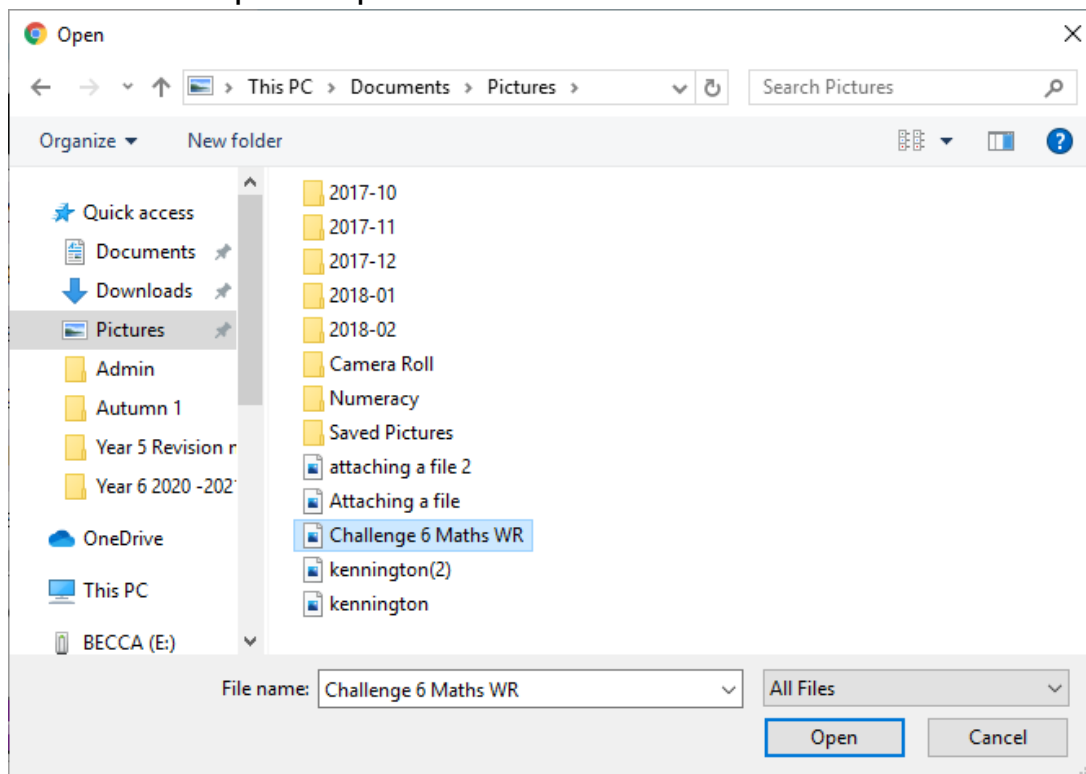
1. After beginning to compose an email using 2email, you will need to scroll to the bottom of the page where there are a number of buttons. Click on the 3<sup>rd</sup> button 'attach a file'



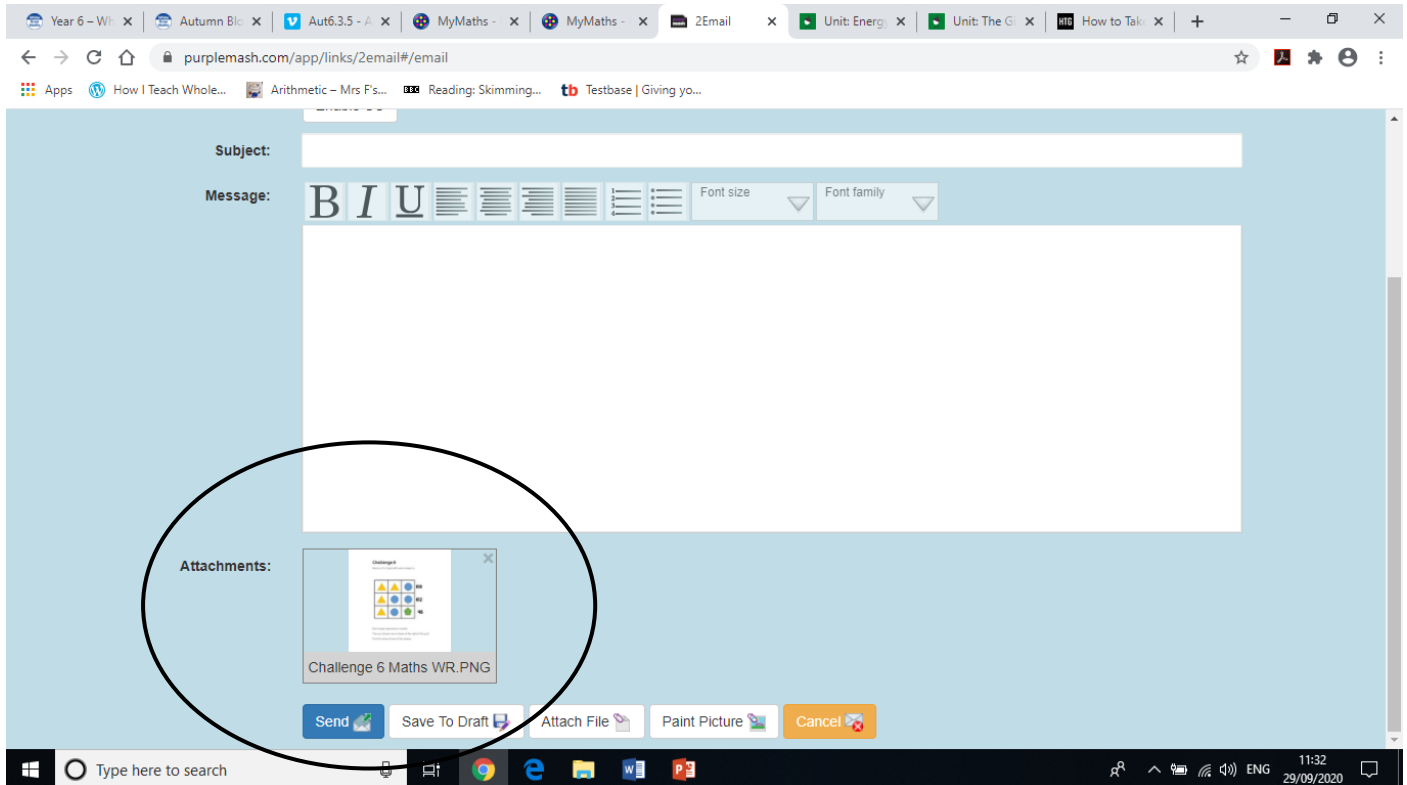
2. Once you have clicked the 'attach a file' button, a pick file window will appear. You then need to click on the 'from my PC' option on the left hand side of the window.



3. A window will now appear to access your documents. Locate the file you want to attach and press open.



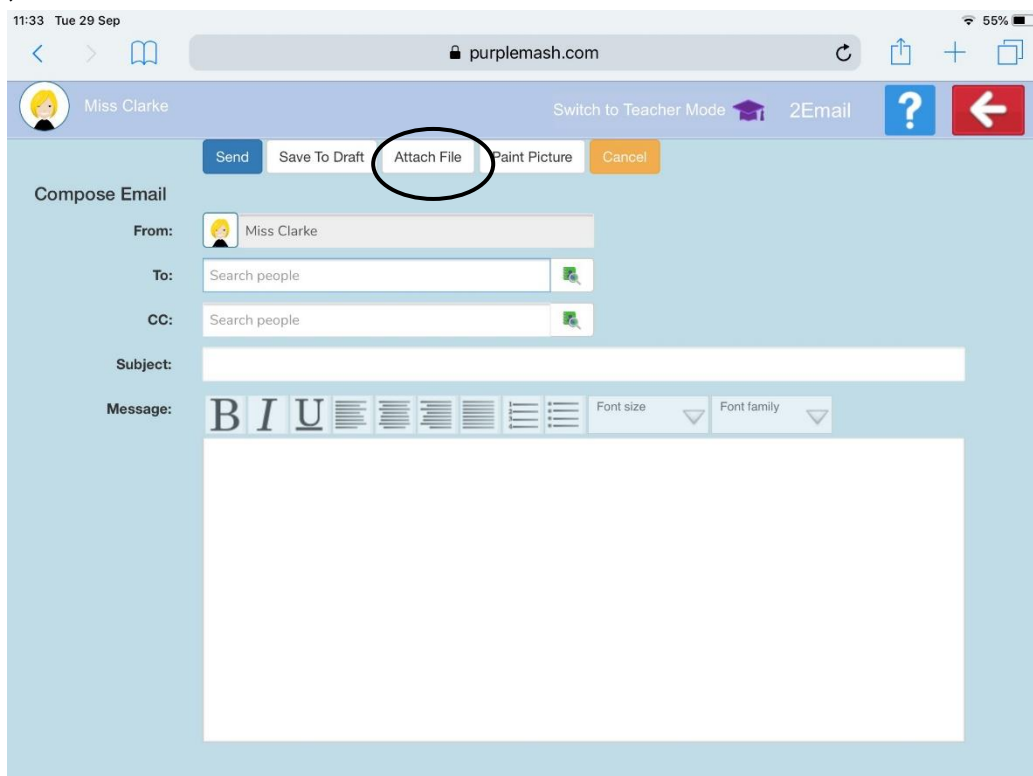
4. At the bottom of the text box of your email, your file should appear as an attachment and is ready to send.



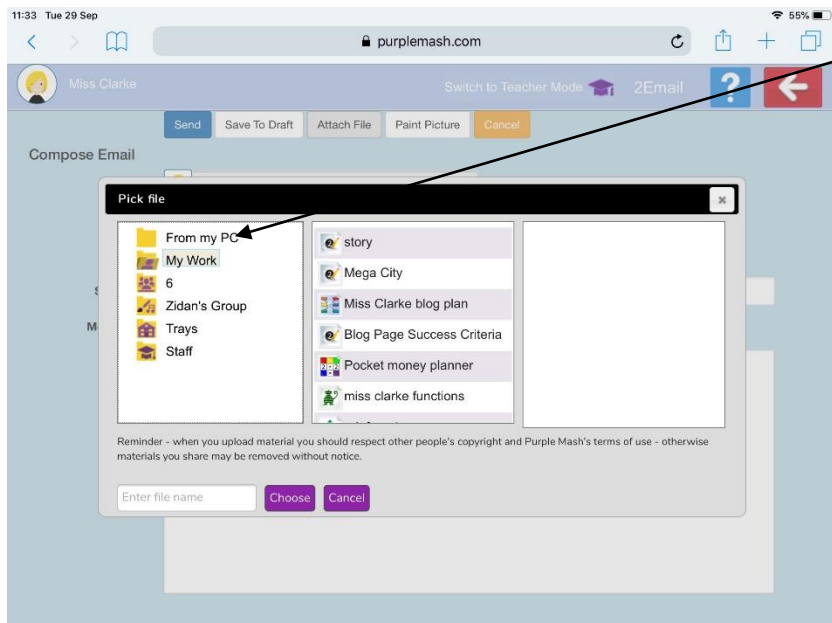
## Using an iPad/Tablet –

If your child has the photo saved on an iPad/tablet, they will need to log onto the Purple Mash platform using this device.

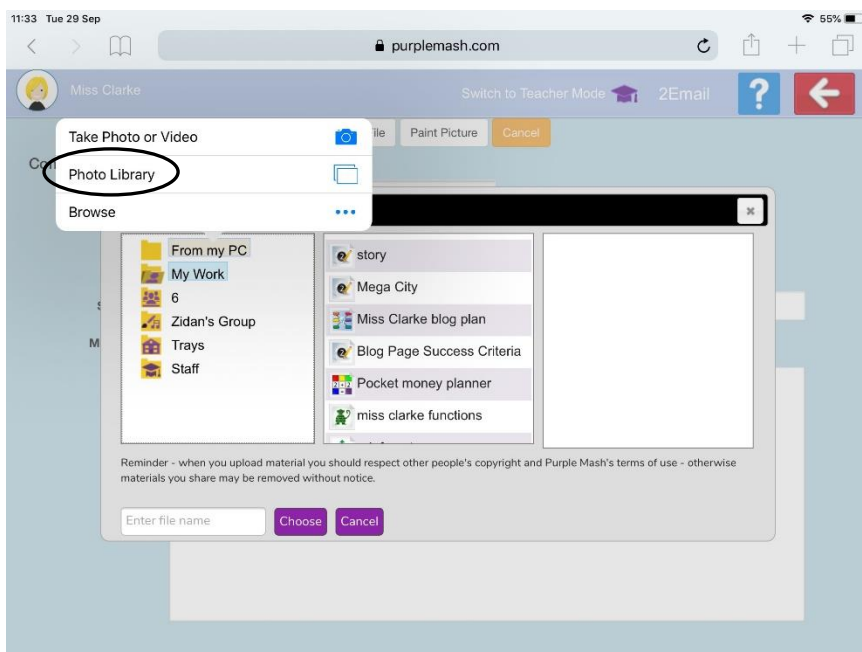
1. After beginning to compose an email using 2email, at the top of the email page, there are a number of buttons. Press on the 3<sup>rd</sup> button 'attach a file'



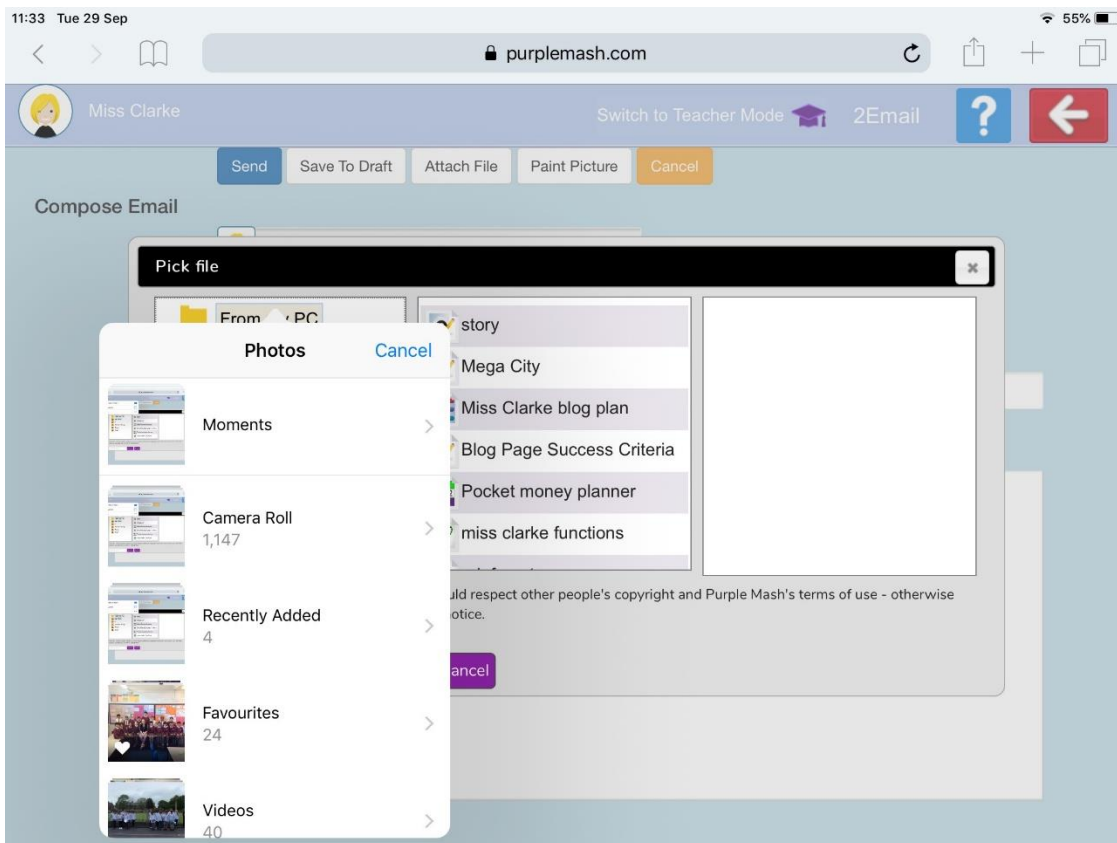
2. Once you have pressed the 'attach a file' button, a pick a file window will appear. You will then need to press on the 'from my PC' option on the left hand side of the window.



3. A selection of options will appear. Press on the 'photo library' option.



4. It will then take you to your photo menu. Press the folder the photo is in and select the photo that you want to attach.



5. At the bottom of the text box of your email, your file should appear as an attachment and is ready to send.

