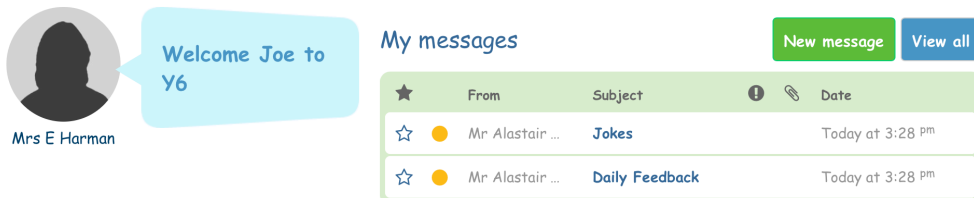


How to...manage your inbox

The children will soon start to get messages from teachers and other children. A few things to remember:

- A reply to a group conversation will be seen by all.
- All messages can be seen by staff
- A reply may not be instant from a member of staff

New messages are shown as soon as they log on. They can read directly from there or view all to go to their inbox. Click 'Me' at the top of the page will also open their inbox.

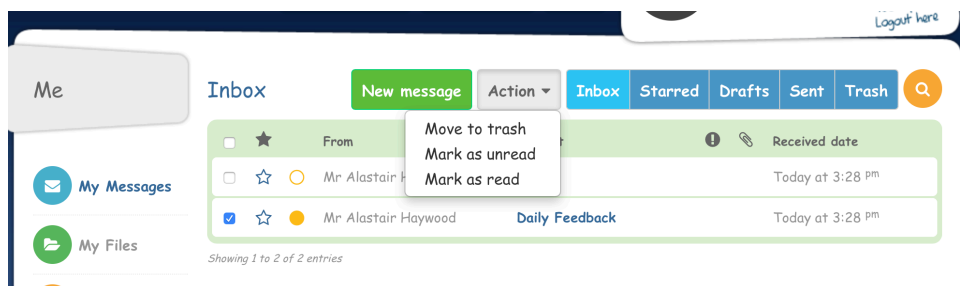
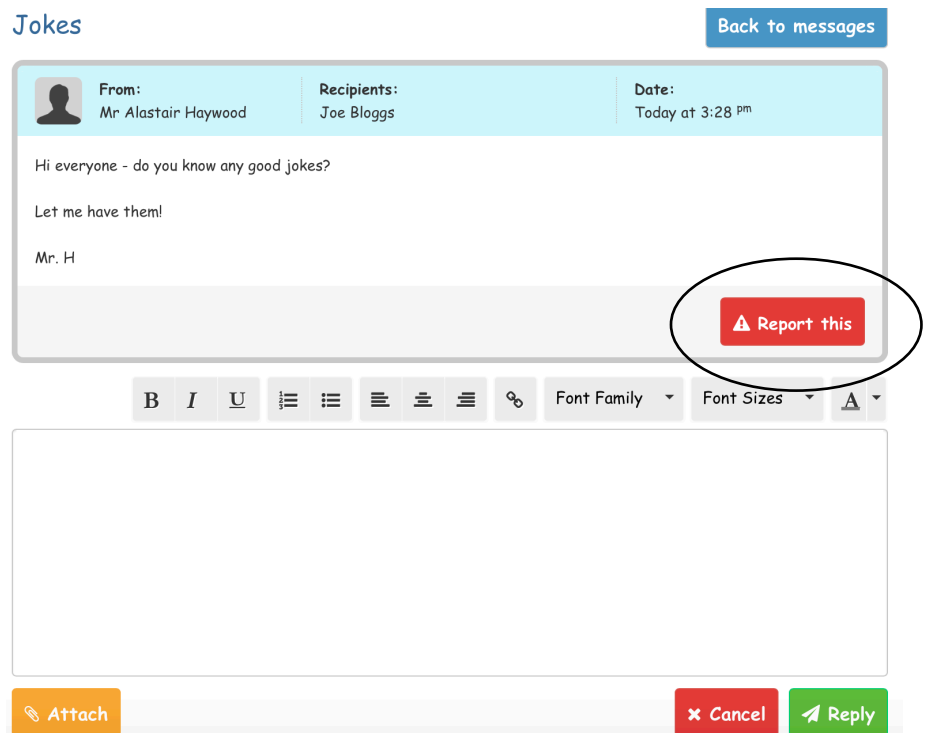


Open a message will display it like the screenshot to the right.

They reply using the textbox below and can edit text as they would in Word using the toolbar.

They can attach files if necessary, but cannot add in extra recipients.

If they feel someone has been rude or said something they don't like, clicking 'report this' will send a message to their teacher who will investigate.



From their inbox they can select a message and then perform an action on it. Note - moving a message to trash doesn't delete it – it will still be viewable by teachers.