

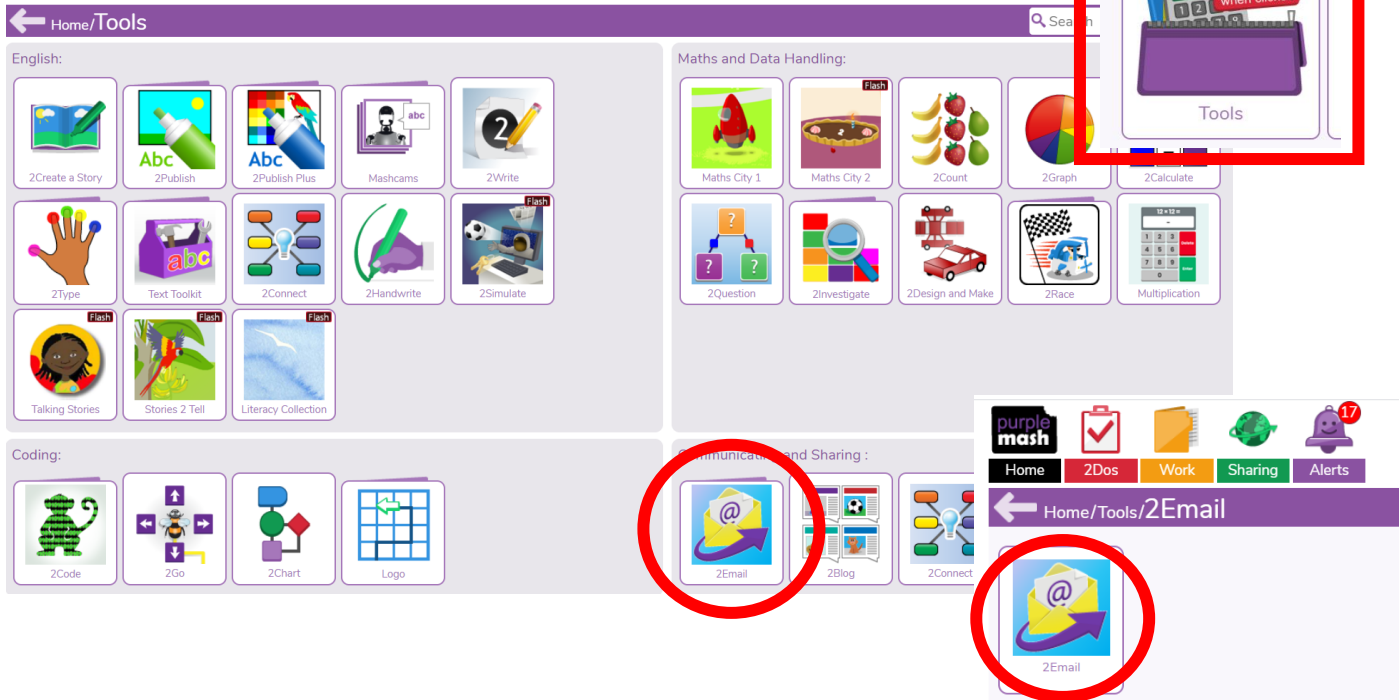


On your home page go to –

## Tools

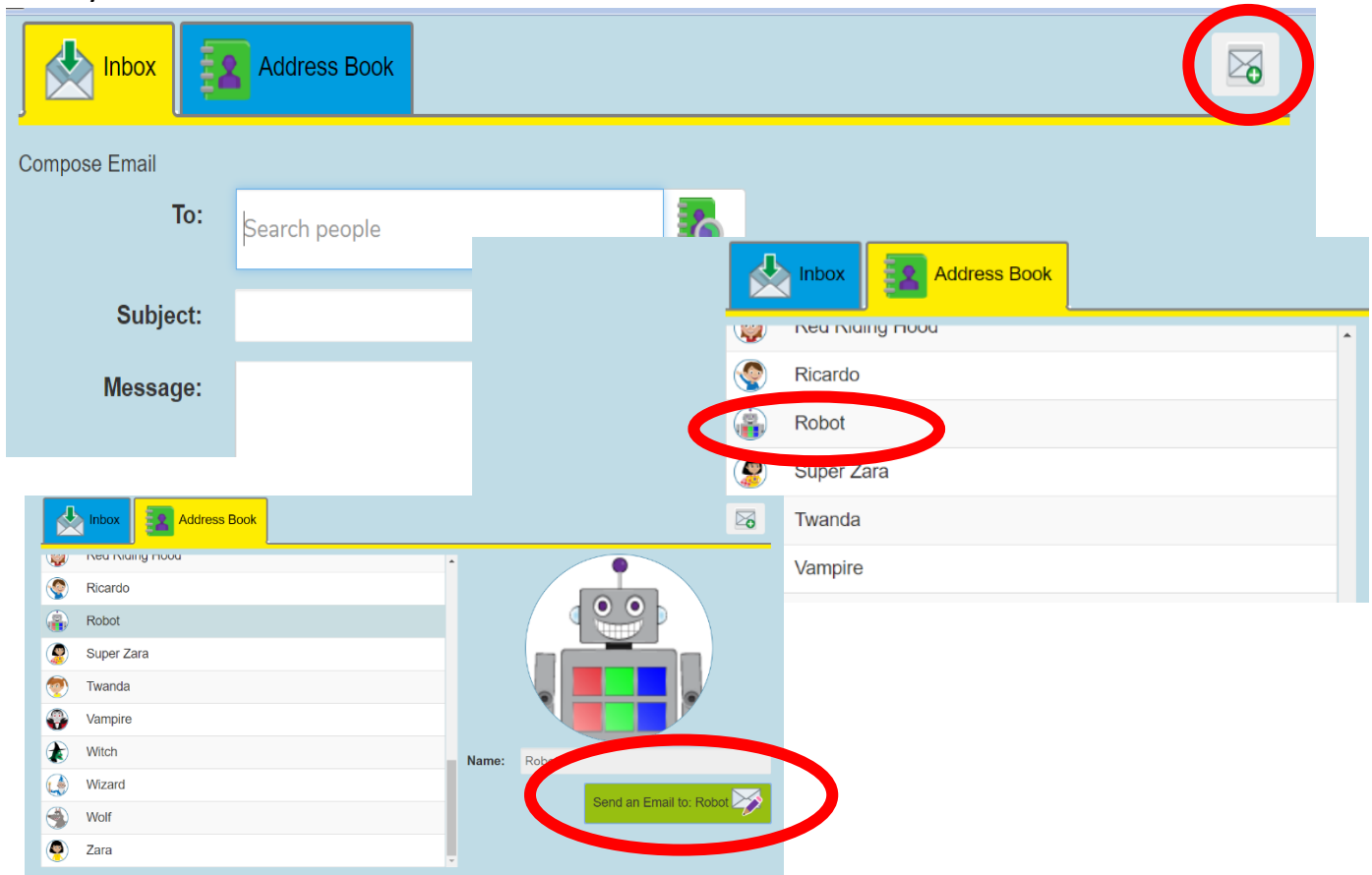
Communicating & Sharing, then select 2Email

Then Click on 2Email again to open.



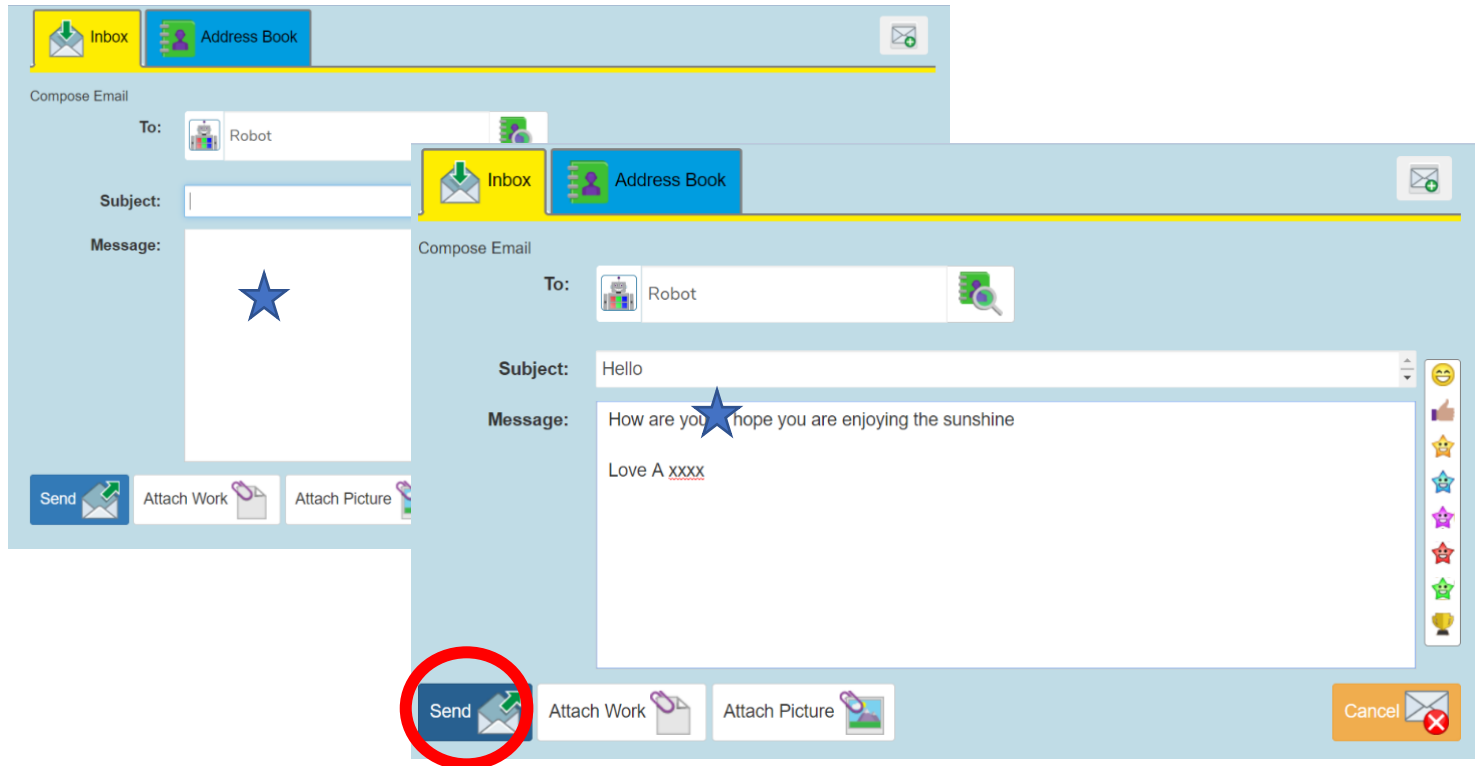
After launching 2Email you can start to write an email by either –

Clicking on the **envelope icon** or going straight to the **address book** tab and choosing whom to send your email to.

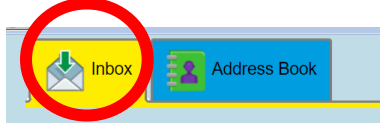


Select your recipient (e.g. send email to Robot) and start typing.

When you are finished click 'send.'



To see if you have any emails – check your 'Inbox.'



### Remember our South End Infant School Cyber Rules.

**South End Infant School Cyber Rules.**  
(Written by the pupils, agreed by our "Cyber Crew" and School Council).

**We use the internet when we are with an adult.** We know we have to be careful. We only go on sites our adults have checked first.

We keep our **personal information** a secret when online:

- we don't tell people our full name.
- we don't tell anyone our address or the school we go to.
- we don't send photos on the internet/online.
- we keep our passwords safe.

We are **Stranger Aware**. When we are online, we only talk to people we know in real life.

If we find a website/image/video, we don't like, we **tell a trusted adult** straight away.

We are **ALWAYS polite and friendly** in the real world and online.

If someone upsets one of us online, we know who to ask for help. We know to **report our worries** instead of trying to fix it on our own.

The poster features logos for CEOP, SEIS (South End Infant School), and Hector's World. The SEIS logo includes the tagline 'ENGAGE EXPLORE ENQUIRE'.