



2Email

User Guide

By Ranjana McLean

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The IT Learning Exchange staff

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Network installation & technical information

Installing 2Email

2Email is designed to work on **ALL** networks. You can find clear installation instructions on the CD and we provide full support on our website: www.2simple.com/support

If you need help with a specific installation, please do not hesitate to contact us via our website or email us at support@2simple.com

2Simple will provide MSI installations free of charge.

As networks differ from one another, we can and will help you when needed. If any of our instructions do not work, please do contact us as we want to provide accurate information and we rely on your feedback to help us to get it right.

2Simple Software
Enterprise House
2 The Crest
Hendon, London
NW4 2HN
Tel: (+44) 020 8203 1781
Fax: (+44) 020 8202 6370

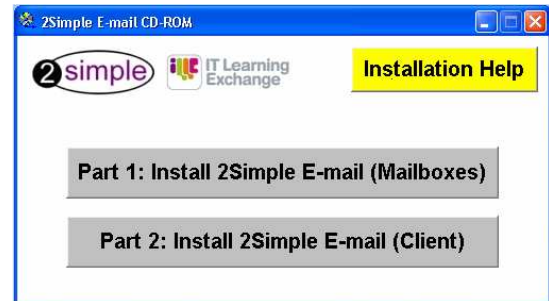
Installation instructions

Installing the program

Put the CD into your CD drive. This should autorun but if it doesn't you will find it under -

My Computer > CD drive X (X being the drive your CD is in) > SetUp

You should then get the options opposite.



Using the program on one computer

To use on one computer, you need to install both Part1 and Part2 on the same computer. For more help and information please see "Installation Help" highlighted in yellow.

Part 1: Install 2Simple E-mail (Mailboxes)

Part 2: Install 2Simple E-mail (Client)

Using the program on your local network

You can set the program to run through your network, allowing the children to email through different computers.

There are 2 steps required for this installation:

Step one will install the server and Step 2 will install the client part of the email program.

Installation Help

click this for more information on installing on a network

Step 1

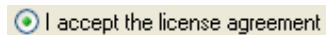
Click on:

Part 1: Install 2Simple E-mail (Mailboxes)

This will begin the Email Server (Sorter) installation. Once you have clicked on **Next>**, you will come to this screen:



Please read this very carefully so you understand the procedures. Once read, click on



Click on **Next>** to go through the rest of the process.

You need to check two things:

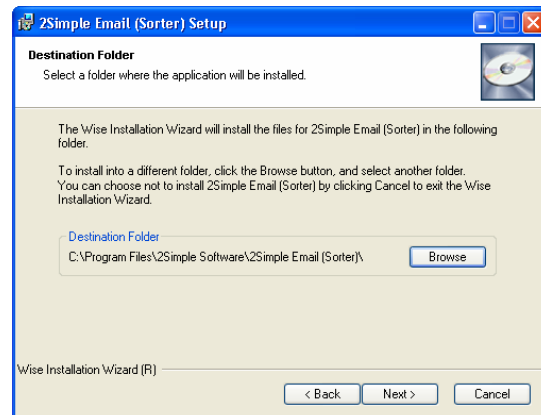
1. Where the mail sorter is going to be located.
2. Whether you have enough space.


Clicking on Browse will allow you to navigate to the area where the sorter will be installed. Decide where to put it then click **Next>**

For Windows NT/2000/XP/Vista: This has to be located on the local machine which **MUST** be a shared folder.

For Windows 98/ME: This can be a network location but the sorter will start running locally - you will need to be logged in for the sorter to work properly.

NB: Users will need FULL read, write & modify access to the shared folder where the sorter will be installed.



NB: For Windows 9X based computers: An email sorter picture will flash and when the server is running, this icon  appears in the systems tray. For NT/2000/XP nothing will appear in the systems tray because it runs as a service. The only way to access this is through the services console: Start>Run> type **services.msc**

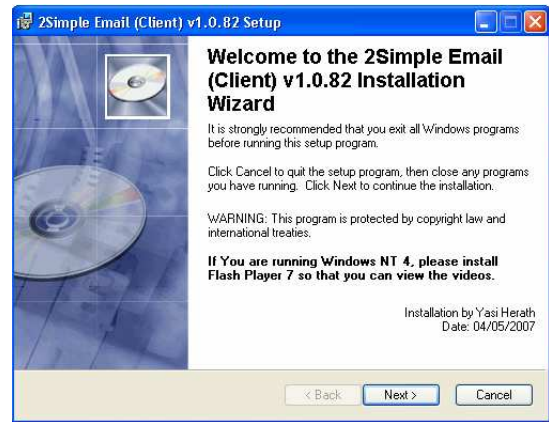
Step 2

This will guide you through the process of setting up the client part of the email program.

Click on:

Part 2: Install 2Simple E-mail (Client)

This needs to be installed on ALL computers on the network



Once you have clicked on **Next>**, you will come to this screen:

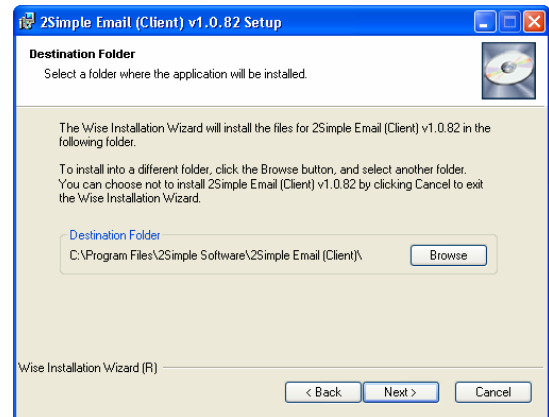
You will be taken through the rest of the process.

You might need to check where the setup is putting the application, but it should be put in:

C:\Program Files\2Simple Software\2Simple Email (Client)

Once you have done this, click on **Next>**. It will now install the program.

Once you have completed the installation, your computer will automatically restart. If this does not happen, please do so manually.



Setting up the program

If you have installed both parts on a single computer, you **WILL NOT** need to go through this stage as the server is automatically located for you. Please go straight to - “Getting Started”.

If you are using the program on your local network:

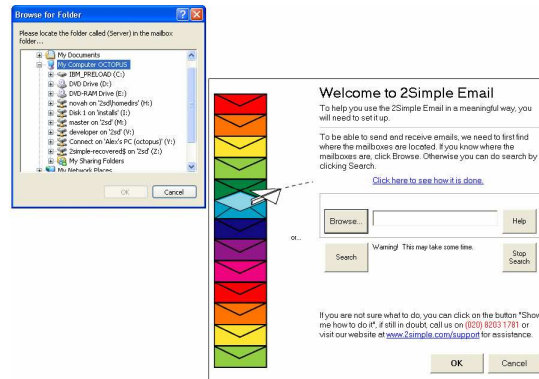
Double-click on the icon on the desktop (on the local machine)



You will be asked to find the location where you have installed the sorter (server). You can do this by looking at it manually (click on the browse button) and locate the server folder where the sorter is installed.

NB: please make sure you locate the “SERVER” folder. (Eg: C:\Program Files\2Simple Software\2Simple Email (Sorter)\Server)

YOU WILL NEED TO DO THIS ONLY ONCE, AND YOU ARE READY TO USE 2EMAIL.



Using 2Email

Getting started

Login for teachers

You can get to the login screen by selecting **Configurator** from your Start menu:

Start>Programs>2imple Software>
2Simple Email Client>Configurator

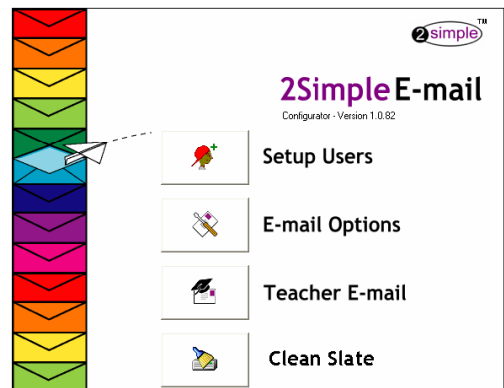
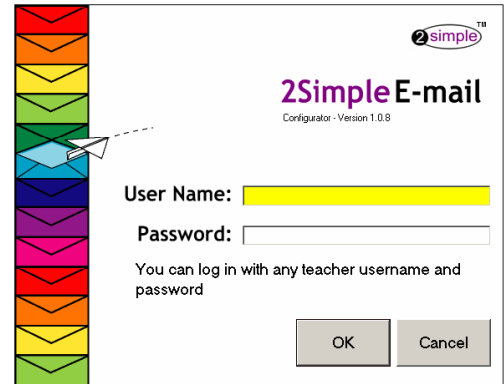
You will need to use a “built-in” ADULT username and password. These are colours. For example:

Username - **RED** Password - **RED**

Username - **BLUE** Password - **BLUE...etc**

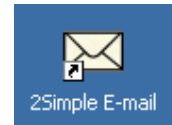
Here you will be able to

- Add users
- Configure the types of email
- Set up emails to be sent
- Monitor email traffic
- Clear all the emails on the server



Login for children

To get to the children’s login, double click on the 2simple Email icon, which should be on your desktop.

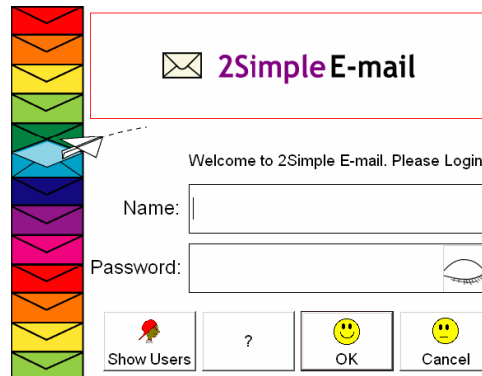


If it’s not there, please go to:

Start>Programs>2Simple Software>
2Simple Email Client>2Email Client

This is the login screen for the children:

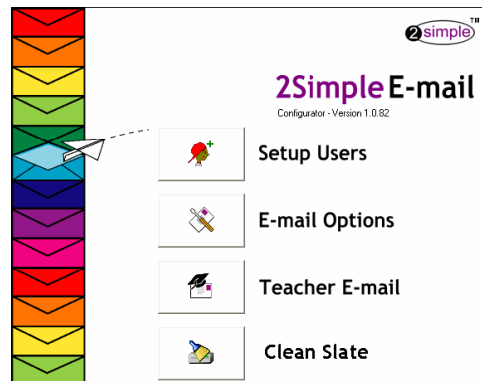
They need a user name and for year 2 and 3, a password. Their passwords are the same as their user name, e.g. user name: apple password: apple



The Teacher’s screen

Once you have logged in as an **ADULT** user, you will be taken to this screen.

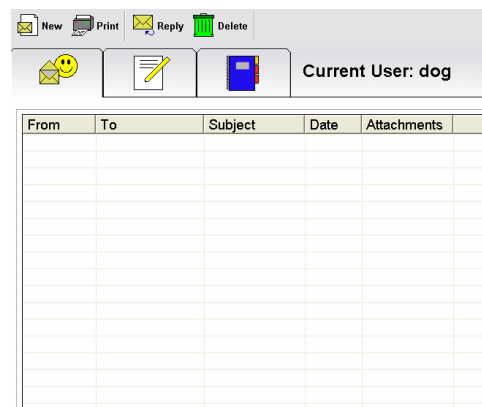
Here you can access all the different teacher options.



The children’s screens

This is the **Inbox** screen:

The children will be able to see if there are any emails sent to them, who they are from and when they were sent. Children need to click on each email to open it.

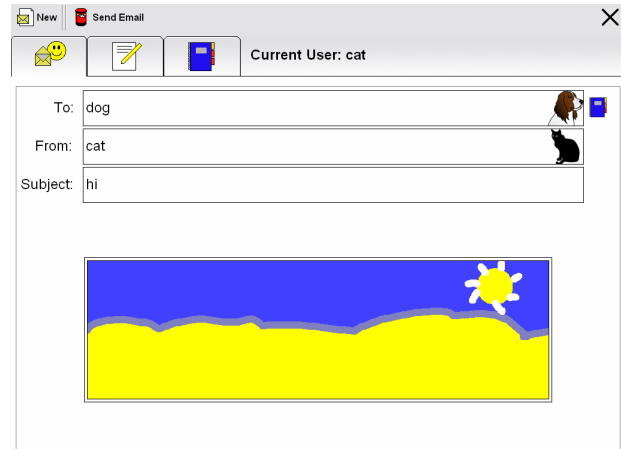


Using different templates

The program has three different templates that children can use.

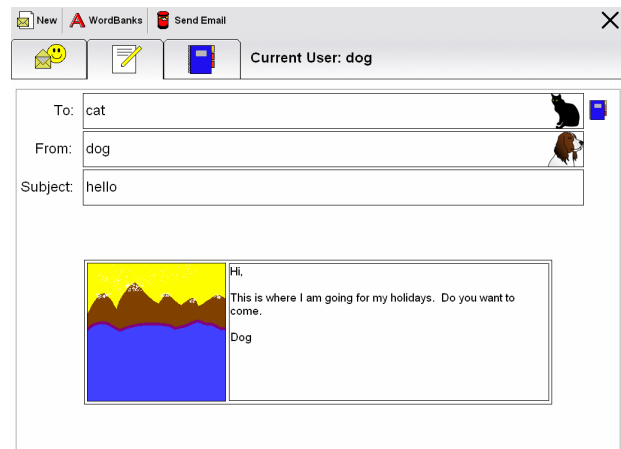
Pictures only

This allows children to use pictures to send email.



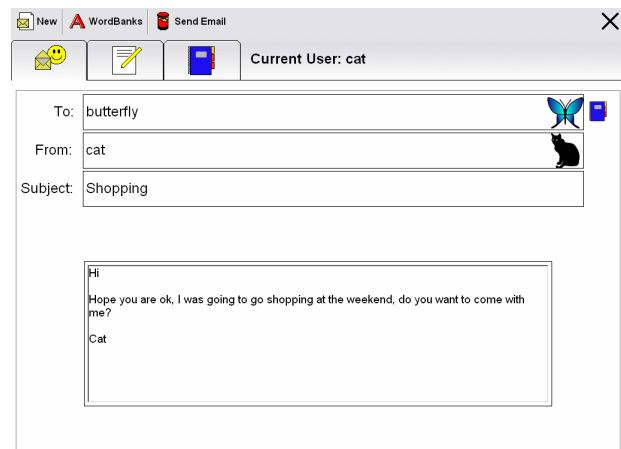
Pictures and words

This allows children to send a combination of text and pictures in their email.



Words

This allows children to send email using text only.



Using the children's options

Login

Children login by:

- Clicking on ok (reception)
- Putting in a user name (year 1)
- Putting in a user name and password (years 2 and 3)
- Their passwords are the same as their user name,
Eg: user name: apple
password: apple

You can also see all the users in each year group.



Click on Show users and you will be brought to this screen.

You can choose one of the accounts to go into.

Once you have click on Ok, you will get this window.

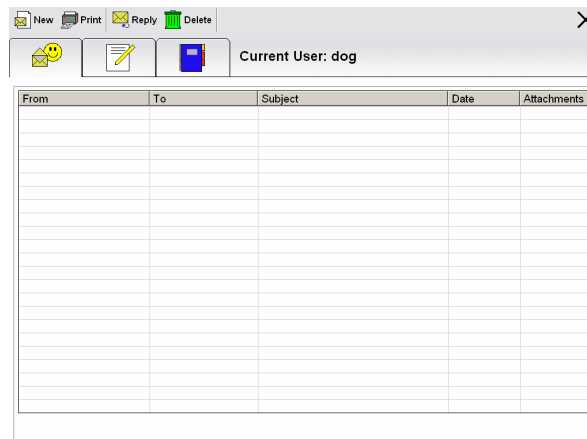
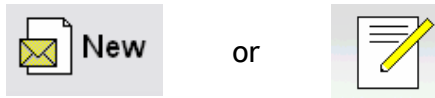
You now have an option to do one of four things

- Click on 2Email to go the inbox
- Click on 2Respond to go activities already in the program
- Click on Watch Videos to watch some videos about how to use the program
- Click on Log out which will bring back to the log in screen.

Inbox

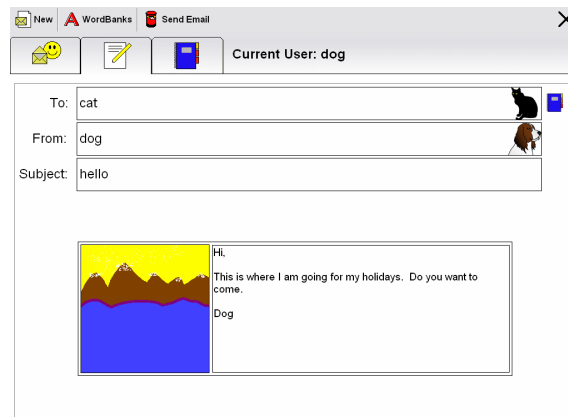
Once children click on 2Email, they will be brought to the **Inbox**. Here they will find any emails sent to the account.

Children can either click on:



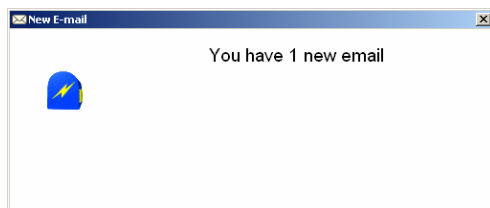
Composing email

You can now compose your email using one of three templates.

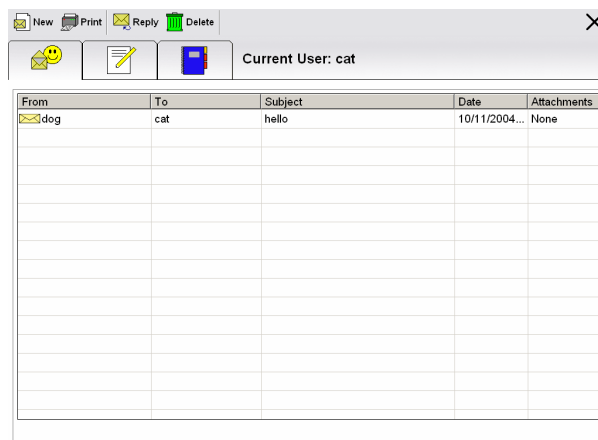


Receiving email

When children log in, they might have an email waiting for them. If this happens then you will see this window.



Children receive email in their inbox.

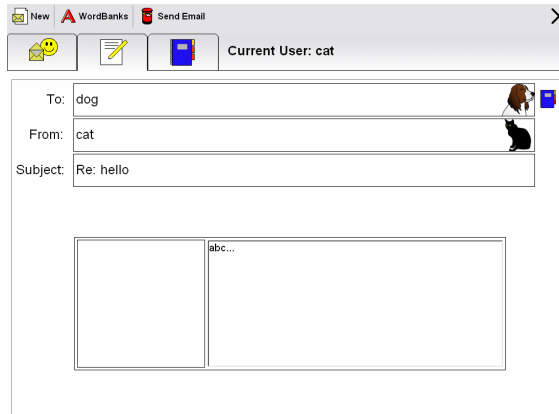


Replying to email

Children can to reply to an email sent to them. After they have clicked on the email to read it they then click on:



... and send in the same way as sending a new email.

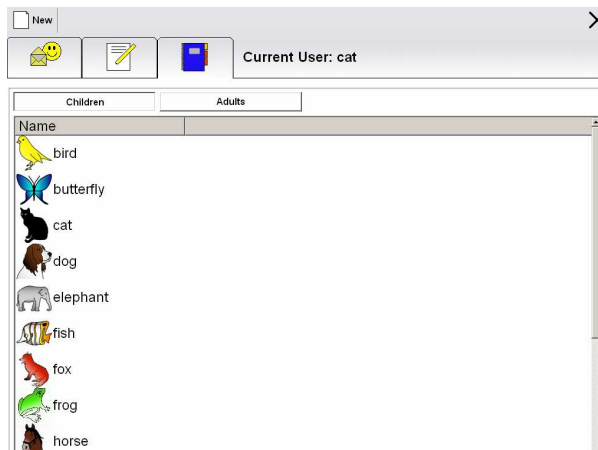


Using the address book

The address book can be accessed by the blue book at the top or next to the to line:



Clicking the recipient, will put the address in the To line.



Sending email

To send the email, children need to click the post-box.



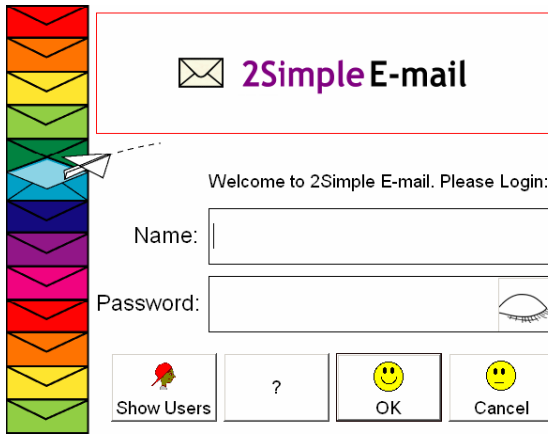
A small animation will appear and the program will go back to the Inbox.



Adding attachments

Users within the accounts from Year 3 upwards can add attachments.

Go into a year 3 account.



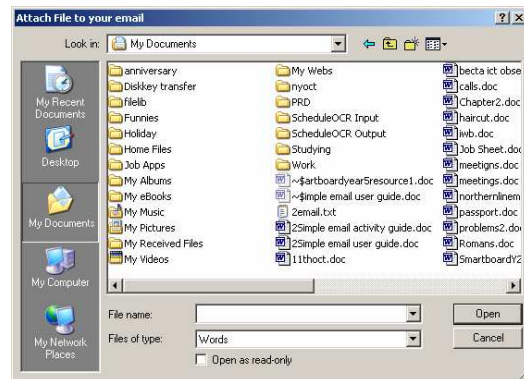
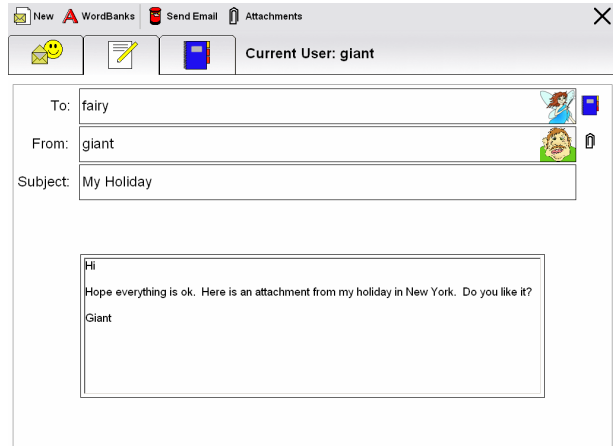
Click on 2Email and you will be ready to compose an email.

Click on New and choose a template you want to send. Compose an email.

You can choose what sort of file you want to attach. This could be a words, pictures, sounds or videos.

Choose this by changing the Files of type.

A paper clip will appear next to the sender like this.



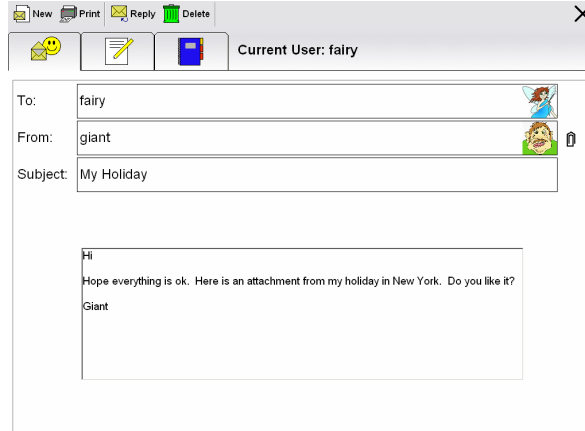
File extensions accepted:

.txt .rtf .gif .bmp .jpg .mpeg
.mp3 .wav .mov .avi .wmv .ppt

Opening Attachments

When the receiver gets the email in their Inbox, they can open this in the same way as before. They will see the paper clip next to the sender's picture.

They need to double click to open the attachment.

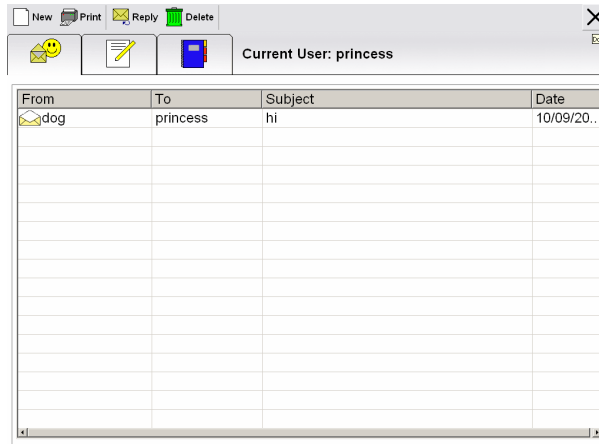


Printing

You can print the inbox or email. Click onto the print icon at the top of the page:



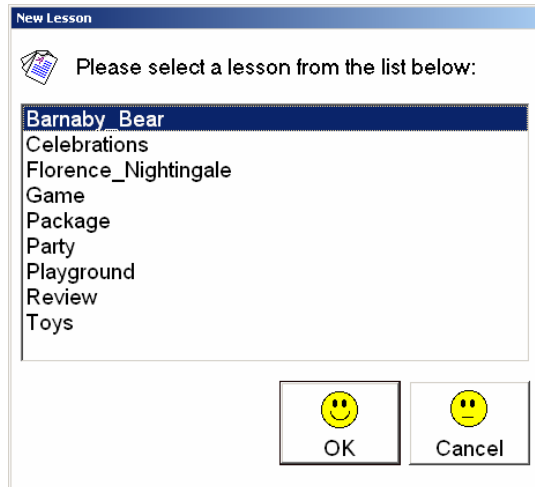
If it prints correctly, you will receive this window



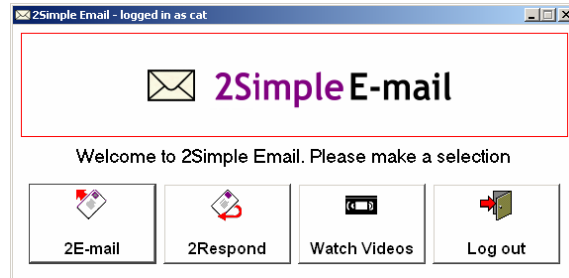
Please note that the [program is set up only to print for years 2 and 3. If you would like to make print available to reception and year one, you need to go into the email configurator to make this possible.

Using auto-response

You can use a set of lessons already in the program which allow you to set up automatic replies. By clicking on **2Respond** you will come to this screen:



To see how to use these, please refer to the **activity guide**.



Using the teachers' options

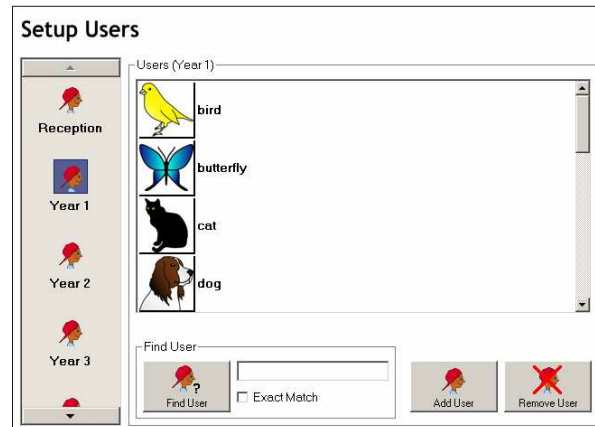
Setting up user accounts

You can set up email accounts by using the **Add User** button.

This will start the wizard.



Setup Users

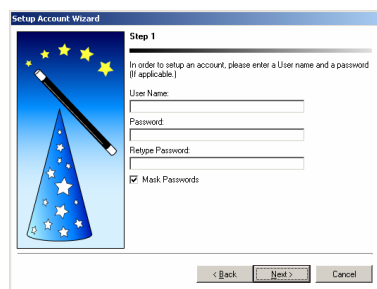


Adding users

The wizard will guide you through the process of adding a new user. You will need to supply:

- A user name
- A password (for year two and three)
- A picture

The process is illustrated here:

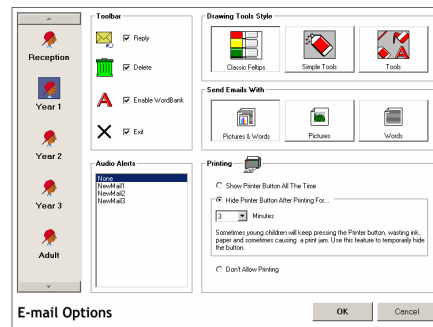


Email configuration

Here is where you can change how the children see the email, load word banks and clipart.



E-mail Options



Teachers' mode



In the Inbox, you can turn the monitoring on, which will allow you to monitor emails going to other accounts.

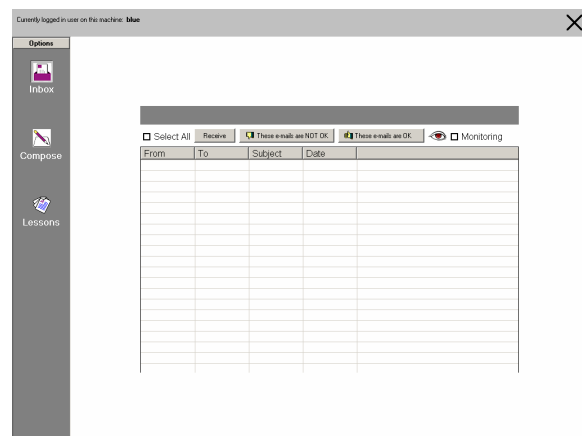
By clicking on to the teacher e-mail icon you can check the emails, before forwarding them on. This only works, if you have turned monitoring on.

You can open the email and see what is being sent.

You can then delete any emails which are blank or offensive and commit the other emails to their accounts.



Teacher E-mail



Group emails

You can also compose a group email to a year group



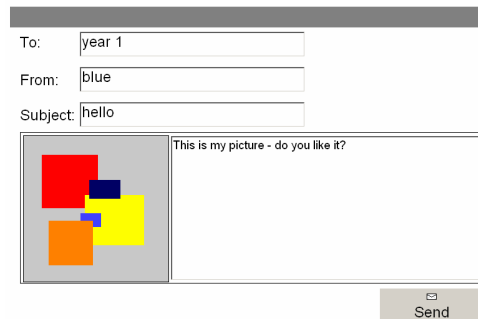
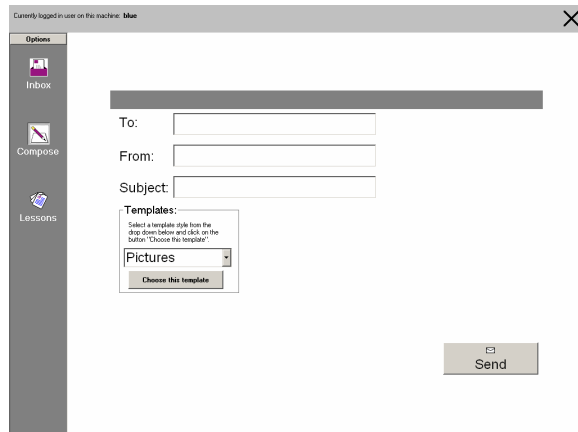
In the To field you need to put the year group you want to send to. In the From field you need to put a teacher user name - a colour and then write a subject heading

Choose a template you want to show and this will bring a template you want to use.

Now compose the email to be sent. Then click on send.



You will get this screen, click on OK to continue.



Setting up Auto Response activities

You can set up your own auto response activities using the **Lessons**.



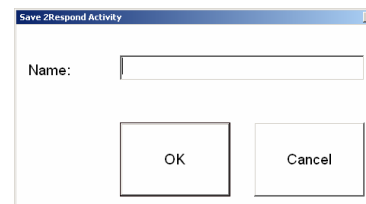
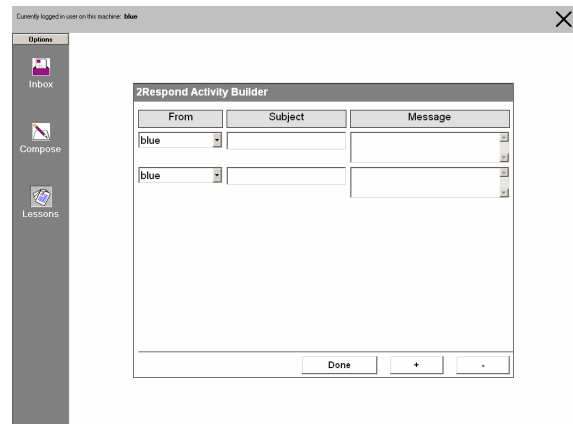
Here you can write a series of emails which will automatically be displayed once each is replied to.

You can do this by writing in the subject and then writing the message.

The email will be sent via the account you are logged into. You can increase and decrease the amount of emails being sent by clicking on the '+' and '-' at the bottom of the screen.

When you are ready you can click **Done**.

You will get this screen that will help you name your 2response activity. This will appear in the 2response list in the email program.



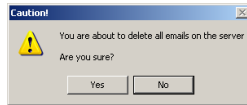
Clean Slate

Here you can click and clear all the emails on your server. This will allow all the mailboxes to clear.

Click on the icon next to clean slate. You will get this screen



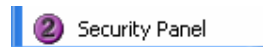
Clean Slate



Click on 'Yes' which will clear the emails on the server.

Additional Feature:

Security Panel



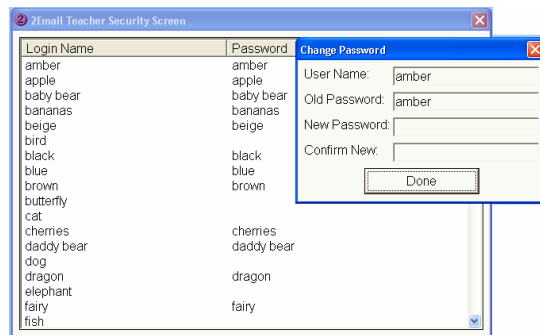
This can be accessed through:

Start>Programs>2Simple Software>2Simple Email Client>Security Panel

This feature allows you to change or reset passwords.



This will appear as soon as you select Security Panel. It will prompt you to enter a password of your choice. This password will need to be entered each time you access the security panel.



Contacting 2Simple

You can contact us:

For general information: info@2simple.com

For support issues: www.2simple.com/support or email us at support@2simple.com

Tel: (+44) 020 8203 1781

Fax: (+44) 020 8202 6370

You can write to us at:

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Enterprise House
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Hendon, London
NW4 2HN**

Faulty Media

Should the CD-ROM develop a fault we will replace it free of charge.