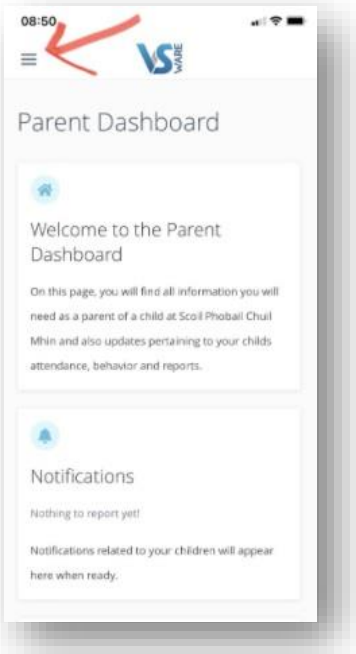
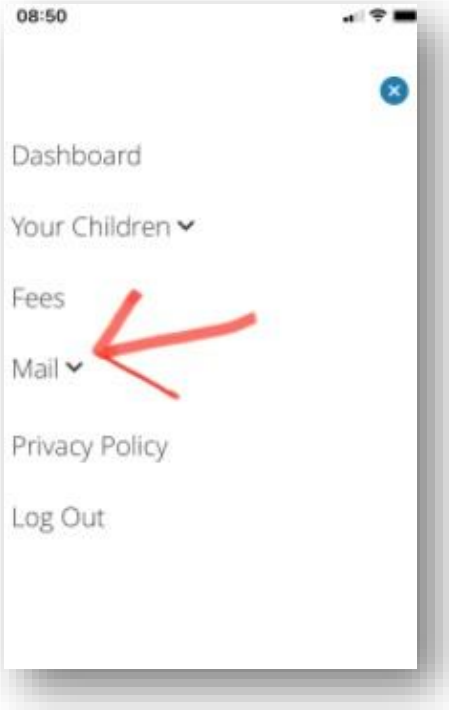
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VSMail for Parents & Guardians: Responding to and sending a VSmail



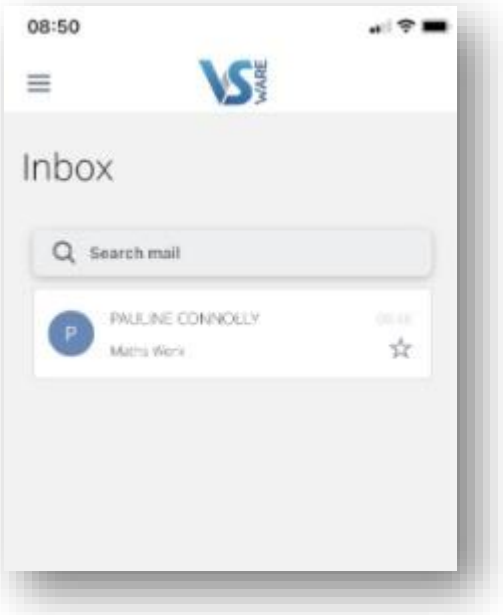
Open the VSware app and click on the 3 bars at the top of the screen



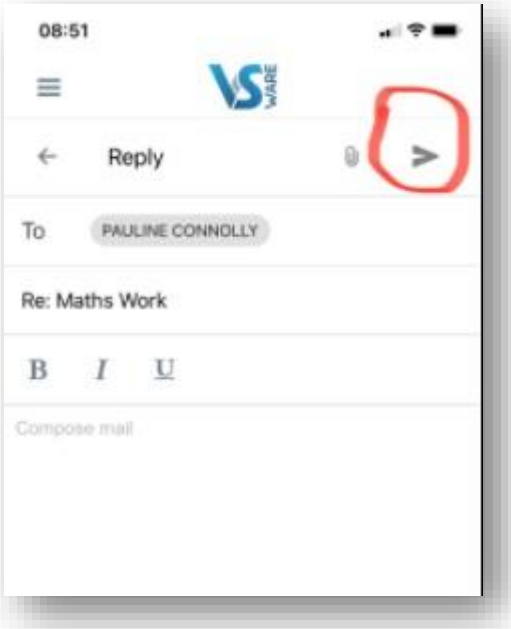
Click on mail

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VSMail for Parents & Guardians: Responding to and sending a VSmail



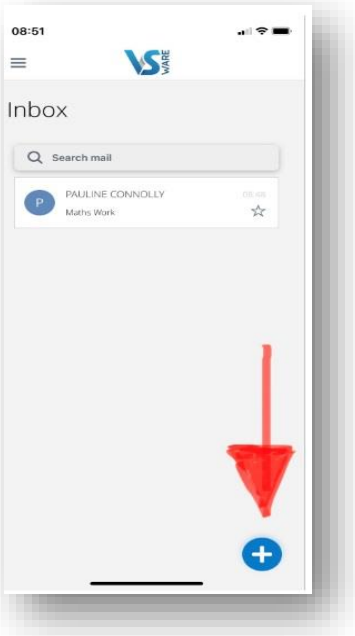
Messages from teachers will be listed in your inbox click on the message to open



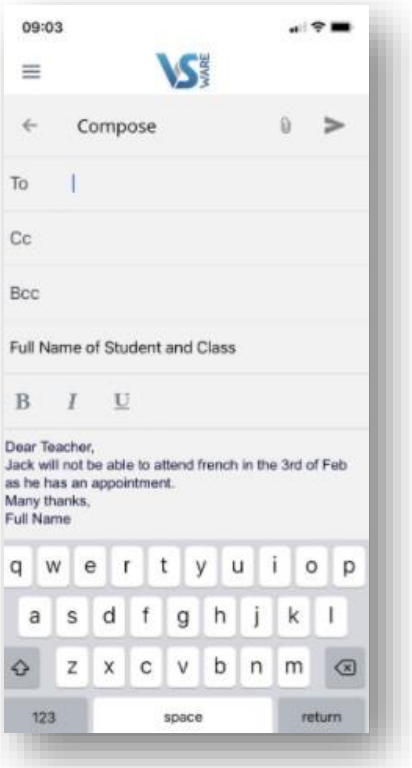
To respond to an email from a teacher, compose your mail and click on the send Icon

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VSMail for Parents & Guardians: Responding to and sending a VSmail



To send an email to a teacher, click on the + icon at the bottom of the screen – if this is not enabled log out and log back in again



In the 'TO' bar, type the full name of the teacher as per the timetable (available in VSware), enter the full name/class of the student into the subject bar, write your message and click send.