TOCOMAIL REVIEWER'S GUIDE

This reviewer's guide provides a comprehensive overview of the features of Tocomail, a safe and fun email service designed for kids.

We encourage you to take time to fully familiarize yourself with this great service by reviewing all of the below information before you complete your review.

Should you have any questions/concerns during your review process that are not addressed in this guide, please feel free to contact:

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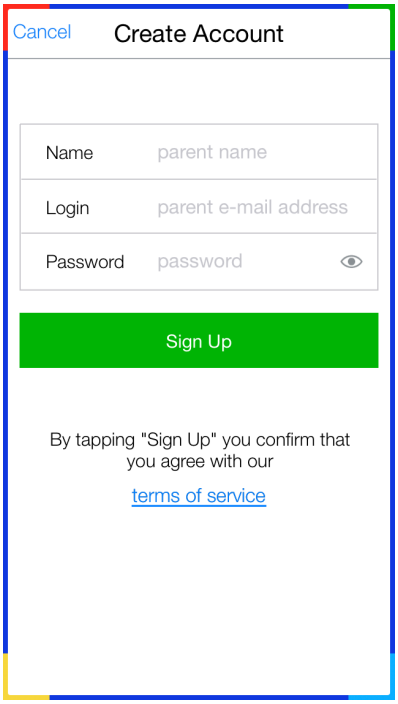
Supported platforms

You can access Tocomail on iOS, Android and Web platforms.

Signing Up



Sign up is easy. When you open the Tocomail app or site for the first time it will show a Login Page. Please click the Sign Up button.

Enter your name and email which will be used for the parent's login and password in the Sign Up screen.

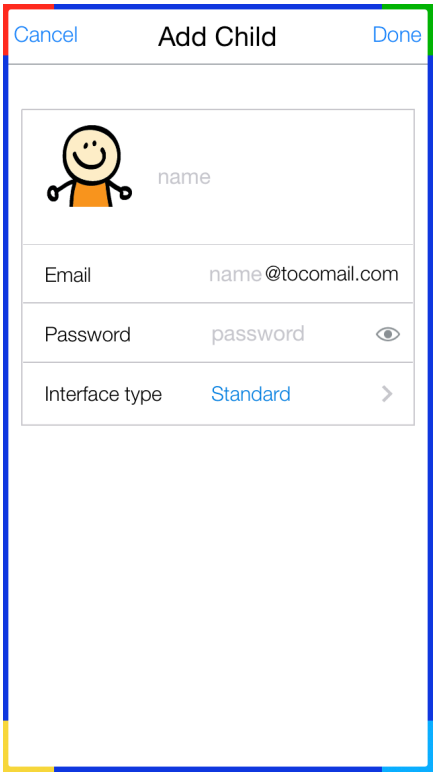
After signing up, Tocomail will send you a confirmation email. Please click the included confirmation link to confirm your email address, and then go back to your app or browser to proceed to your account.

Account Setup

Adding kid's account

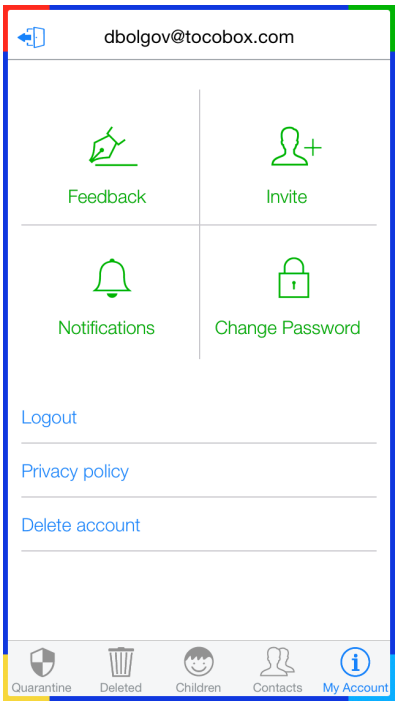
After finished the signup process, you will be taken to the add New Child screen. You can then begin adding a new child to your account. There is no limit, so you can add as many children as you like.

Enter your child's name and the email address that you want along with a password that your child will be using to access his/her email account.
NOTE - The child's password has to be different from the parent's password.



There are also a couple of additional settings that you should be aware of:
Password protect – which means that the child will have to enter a password each time they access their account on a device. If this setting is off , then the password will be saved and the child's mailbox will open each time the application starts without entering a password. Tip: This setting is safe to keep off on family devices which do not leave the house.

You can also select from two **Interface types** with different complexity for children of various ages: Simplified (good for ages 5-8) and Standard (ages 8 and up)



Account Settings

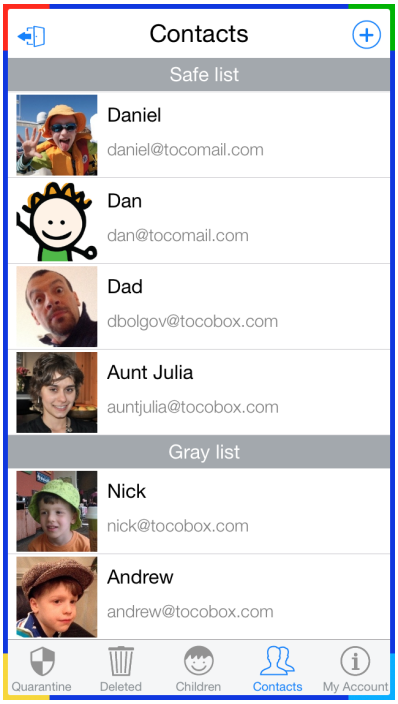
On My Account page the parent can:

- Subscribe for premium features
- Send feedback to Tocomail support
- Set email notifications that will be sent to the parent
- Change the parent password
- Logout of the account on this device
- Delete account – all account data and all emails will be erased

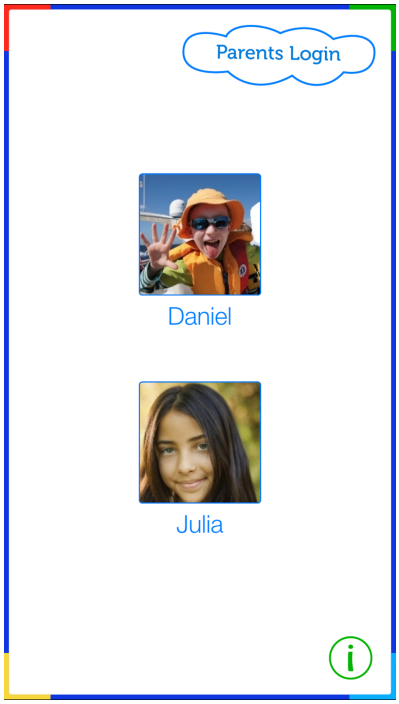
Parental Control Features

The Parental Control features allow parents to create a Safe, Gray and Blocked lists of contacts

Any correspondence with Gray or unknown contacts will go to a Quarantine Box and sit there until the parent approves or rejects it.



Family screen



The Parent screen is the starting point for everyone in the family.

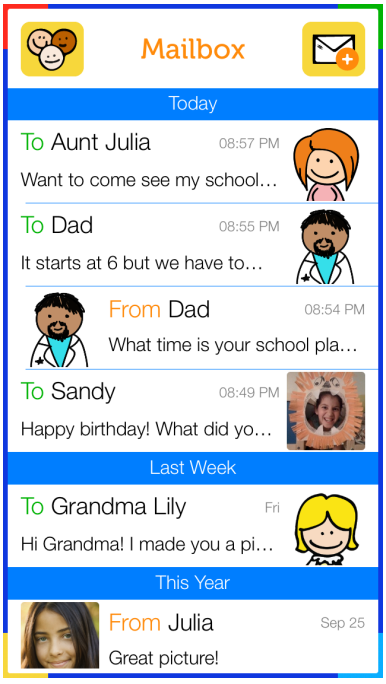
The Parent screen opens when a child logs out from his/her account.

Kid's Interface

Mailbox

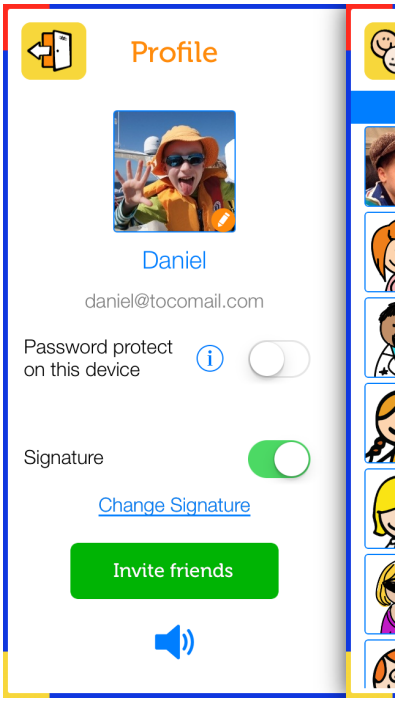
The Mailbox contains a list of the emails sorted by most recent. To open any email, click on the list item.

To create a new email, simply click on the "+" button in the top right corner. And you can refresh the email list by "pull to refresh".



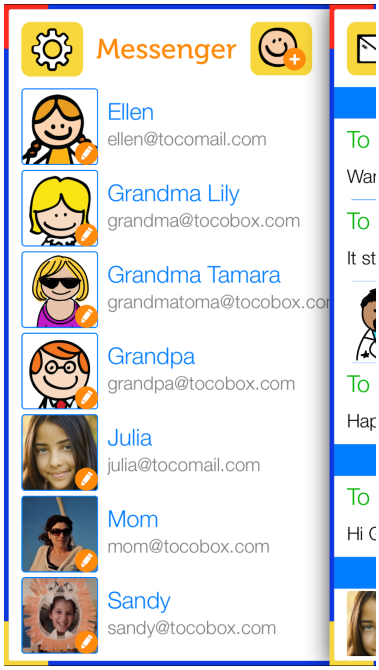
Profile

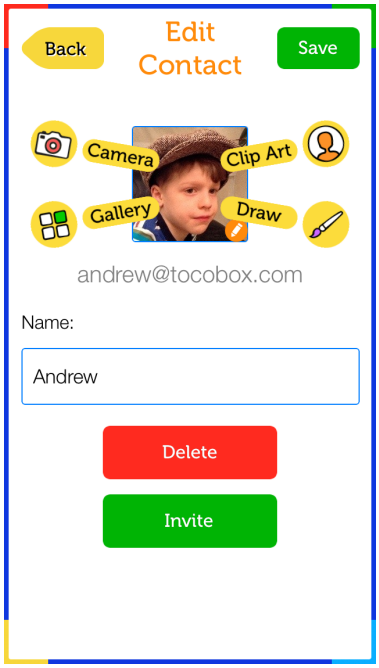
On profile screen child can select avatar, protect account with password, choose email signature and sounds on/off option.



Contacts

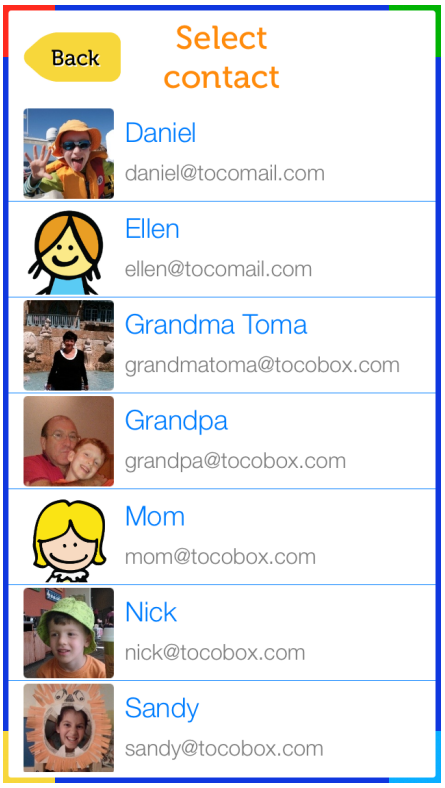
On the profile screen, the child can change their avatar and edit the contact list. To edit an avatar, simply take a picture, select from images in the gallery or choose from the clip art listed.

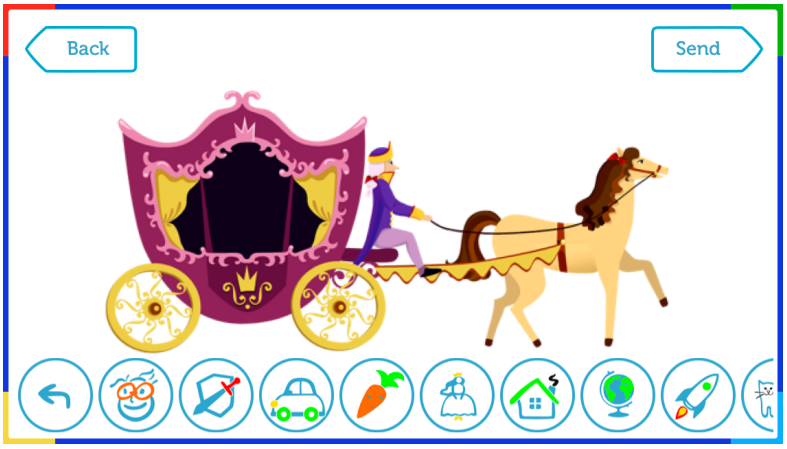




Sending emails in Simplified Interface

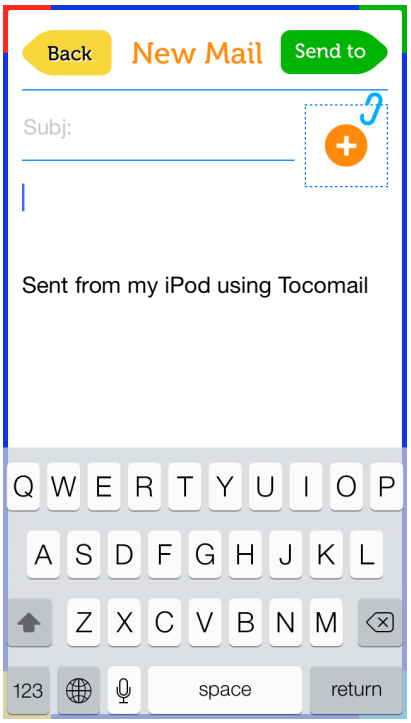
From testing with kids, we found that it was a more intuitive process to allow them to draw a picture first and then select the recipients. By reversing the UI flow, we designed a simplified option for younger kids (5-8) than the standard email interface.

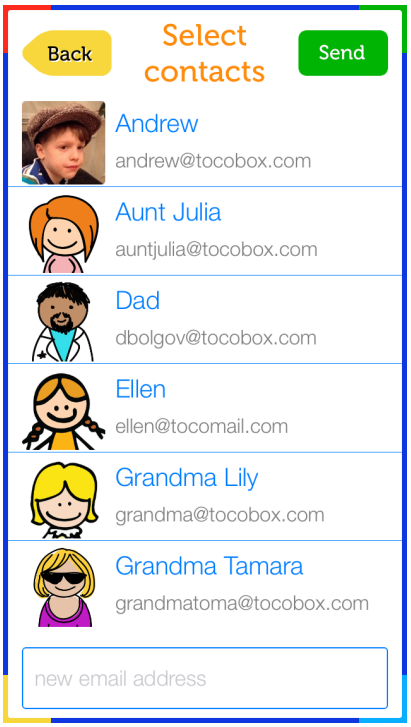




Sending emails in Standard interface

In the standard interface a child can write an email, draw an attachment and send it to one or multiple contacts.





Drawing board

The drawing board is the most fun part of Tocomail and something that all kids will love.

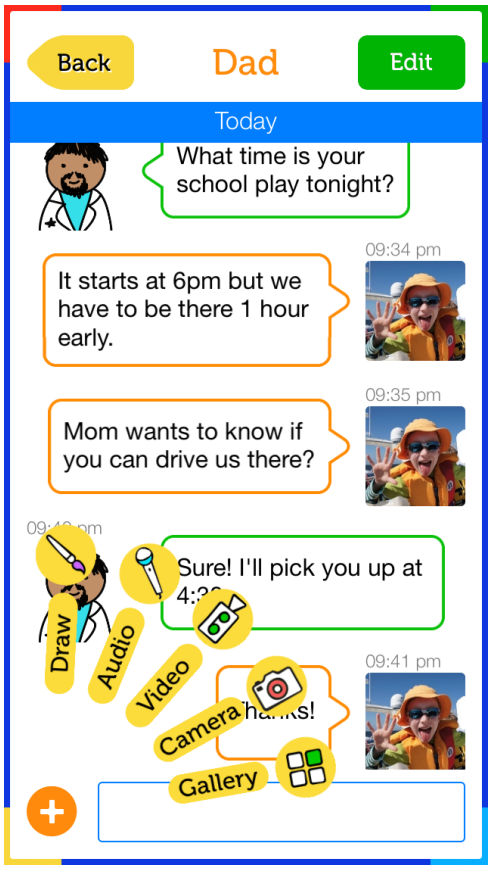
We provide a variety of creative tools for kids in an easy-to-use interface:

- Pencils
- Brushes
- Text entry
- Hundreds of cool stamps
- Hundreds of various backgrounds
- Different colors for background fill
- Camera and Gallery list tools allow photos to be added to the drawing

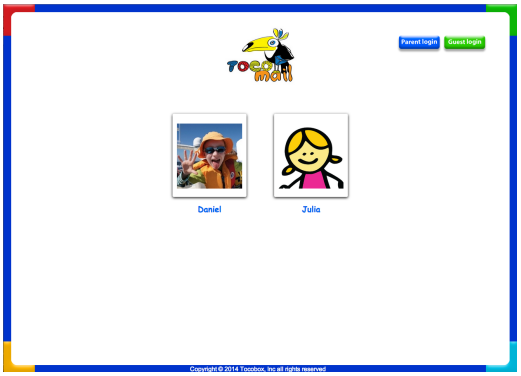
Messenger (or Messaging interface)

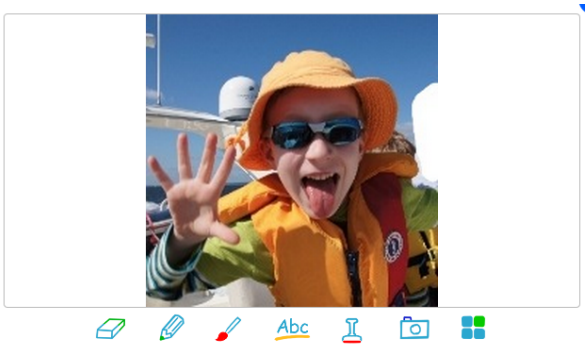
Emails can be edited and sent using messaging interface. When email is sent from messaging interface it will apply 'Tocomail message" text to subject string so third party email clients and services can group this messages into threads.

In order to launch messaging interface child need to tap on contact avatar in the mailbox.



Tocomail on the Web





You get the same functionality on the Web as you have in the iOS app. The only difference is that it is a little easier to draw using a touch screen than using a mouse on the desktop.