

## Welcome to ParentMail!

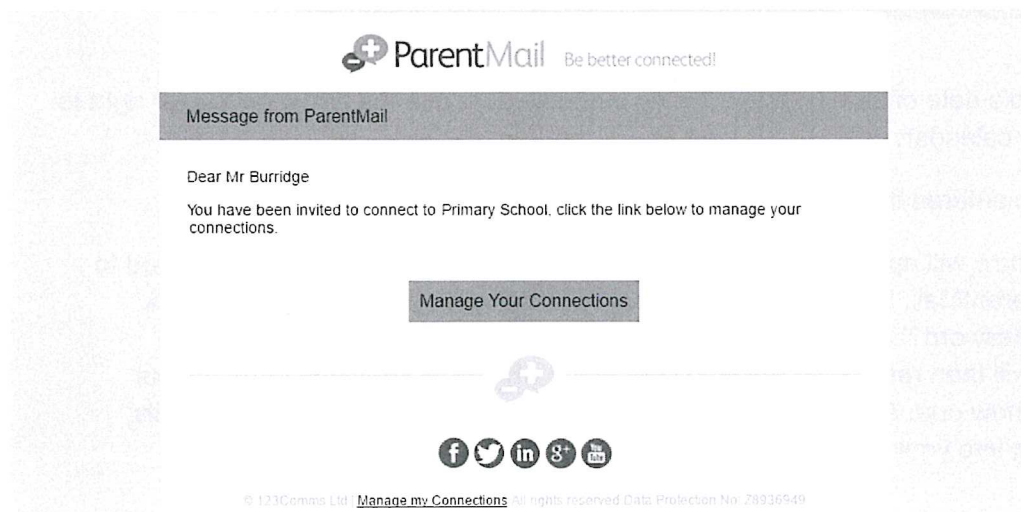
Welcome to your ParentMail account! We hope you're going to enjoy receiving your school communications online. First things first, you need to register your account – the good news is, this can be done in minutes!

### Registering with ParentMail by email

Your school will send you an email registration link if they have your email address in their ParentMail system.

If you have previously registered with ParentMail, please follow the below instructions to connect as an existing user.

- 1) You will receive an email which looks like the image below to your email account –



Click 'Manage Your Connections'.

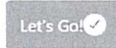
If you haven't received the email from your school, please note it may take a couple of minutes before the email arrives. However, if after a few minutes you still haven't received the email, please check your spam/junk folders. If you find the email in your spam/junk folder, please change your account settings to mark ParentMail as a safe sender. Please also add [info@parentmail.co.uk](mailto:info@parentmail.co.uk) to your contact address book to avoid missing out on emails.

- 2) Once you have clicked 'Manage Your Connections', the below window will appear –

Success



Thanks, messages for Sam Burrige have been added to your account, let's take you to your ParentMail message feed now!

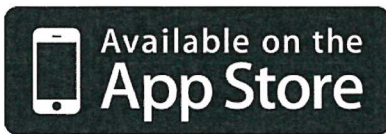


**Success! You have created your ParentMail account!**

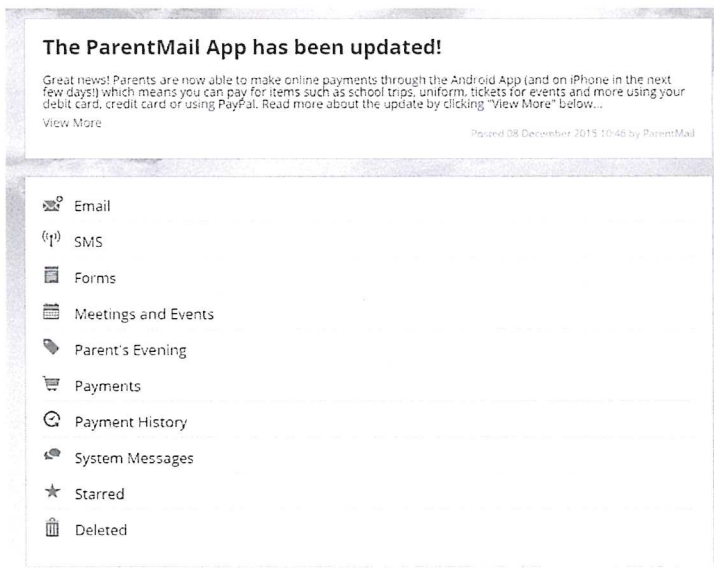
You will now receive messages from your child's school. If you have more than one child at the school, you will receive messages for both/all!

Click 'Let's Go!' to visit your ParentMail feed and to start managing your account.

If you have an Android or Apple device, download the free ParentMail App to pick up messages on the go!



When logged into your ParentMail account on a desktop computer, your feed will appear as below –



If you can't see any messages, your school haven't send any messages to you yet! When you do start to receive communications from your school, notification badges will appear next to the appropriate application.