

Receiving email messages from your school

Cabin John MS is using Edline's email features so that the school and its teachers can send you email messages through Edline. This feature is used to send out important school announcements, classes information, or special notes about your student.

By default, your account is set to receive email from the school. You can, however, turn this option off at any time. Instructions for turning this option on and off are described below.

1. Go to the *Manage Account Page*.

If you are not already on the *Manage Account Page*, go there by clicking the "Manage Account" link in your *Command Center*.

2. Enter your email address.

If you have not already done so, enter your email address at the "Add an Email Address" button on this page. Edline must know your email address before it can send you new-report notices.

Add Email Address

Email Address: (required)
Re-enter Email Address: (required)

IMPORTANT: Make sure your email address is complete. It should look something like this "myaddress@host.com". You may have a different extension (like .org, .edu, .net, or others). Just make sure you have all these pieces.

3. Turn on the "receive email" option.

Check box under "School Messages" heading to allow the school to send email through Edline. This option is just below the "Email Address" field at the top of the page.

4. Save your changes.

Click the "Save & Return" button to save your changes.

IMPORTANT: You will be sent a confirmation message to the email address that you type into the boxes above. Please check your email and click on the link included in the message to confirm this email address.

Edline will not send email to this address until it is confirmed.

If you do not receive the email **please check your bulk and junk email folder(s)**. If you maintain a list of allowed email addresses please add 'sender@edline.net' and 'notify@edline.net' to the list.

Multiple email addresses may be added to an account to receive messages and reports, but each address must click on the link included in the message to confirm this email address.

Notify me of all new reports posted to Edline

If you choose this option, you will receive a new-report email notice on days when any new report has been posted to Edline for you. You will receive one notice listing all reports posted that day.

Follow the steps below to choose this option:

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2. Enter your email address.

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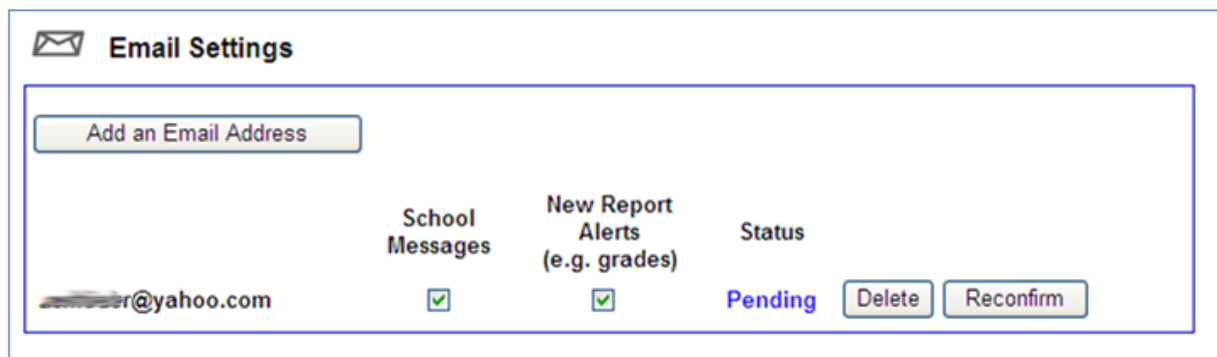
IMPORTANT: Make sure your email address is complete. It should look something like this "myaddress@host.com". You may have a different extension (like .org, .edu, .net, or others). Just make sure you have all these pieces.

3. Select an Email Notice Preferences option.

Under the Email Notice Preferences section, check the box to receive *New Report Alerts* pictured below.

4. Save your changes.

Click the "Save and Return" button to save your changes.



The screenshot shows the "Email Settings" interface. At the top left is an envelope icon and the text "Email Settings". Below this is a button labeled "Add an Email Address". Underneath is a table with columns for "School Messages", "New Report Alerts (e.g. grades)", and "Status". The first row shows an email address ending in "@yahoo.com", with checkmarks in the "School Messages" and "New Report Alerts" columns, and the status "Pending". To the right of the "Pending" status are two buttons: "Delete" and "Reconfirm".

	School Messages	New Report Alerts (e.g. grades)	Status	
██████████@yahoo.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Pending	Delete Reconfirm

Status will change from "Pending" to "Live" once the link in the Edline confirmation message has been checked.