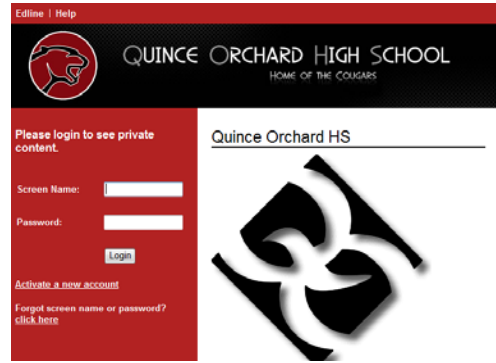
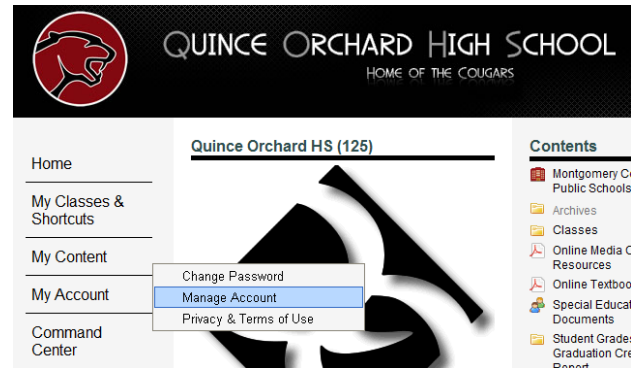


How to Set-Up Your Account to Receive Emails Through Edline

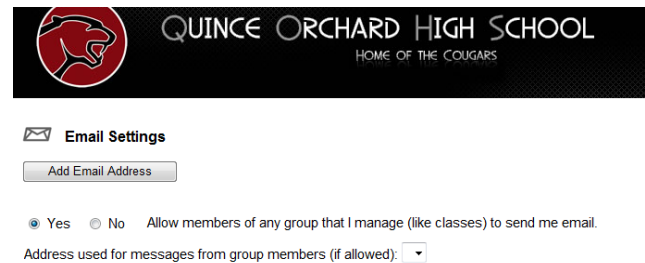
1. Login to the system by going to:
<https://www.edline.net/InterstitialLogin.page>
If you do not have an account created yet, contact our [Edline Administrator](#), Phil Proctor and he will get you an activation code.



2. Once you are logged in, go to My Account > Manage Account. My Account can be found on the left side of the screen and by hovering over it or clicking on it, you can then select Manage Account.



3. You are now on the Email Settings Window. Click on the "Add Email Address" button.



4. Enter your email address in the two boxes on the screen, you need to enter it twice so that Edline can confirm the correct email address. Then click "Save & Return."



Add Email Address

Email Address: @mcpsmd.org (required)
Re-enter Email Address: @mcpsmd.org (required)

You will be sent a confirmation message to the email address that you type into the boxes above. 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.

- You will be sent a confirmation email, you must open this email and complete the steps listed in the email to confirm and complete the email set-up process, at the screen to the right, click "OK."



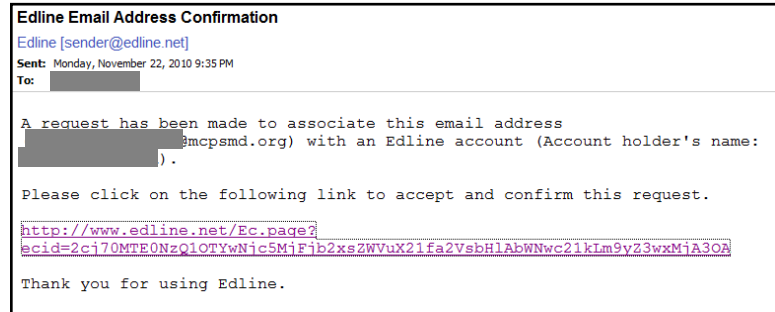
Please note:

A confirmation email has been sent to you at colleen_m_kelly@mcpsmd.org. Please check your email and click on the link included in the message to confirm this email address.

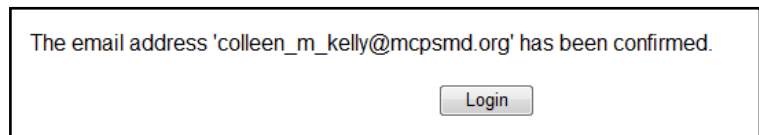
Edline will not send email to this address until it is confirmed.

OK

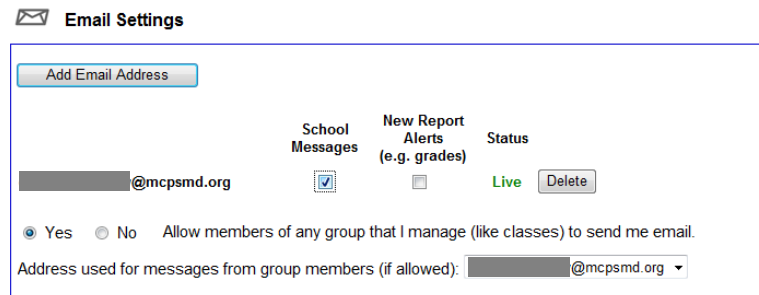
- The confirmation email will look similar to the email to the right, to complete the process you need to click on the link in the email (or copy and paste the link into your browser).



- Once you have confirmed your email address the window will look like the picture to the right. And your Manage Account settings will look like the picture below and to the right. If everything is set-up correctly, you will see your email address on the left side and then the checkbox under School Messages will be checked off.



- The New Report Alerts (e.g. grades) should be checked off if you want to receive an email any time a new Grade Report has been posted for your child.
- Group Announcements would come from teachers or administrators that are working with your child and we encourage you to allow members of groups to send you email.



- Until you have completed the email confirmation process your Manage Account screen will look like this with "Pending" as the Status. If you do not receive the confirmation email in a timely manner, click on "Reconfirm" and another confirmation email will be sent. If you do not receive either email, check your Spam folder and make sure that it is not including 'sender@edline.net' or 'notify@edline.net' in your Spam folder. You may need to add these email addresses to your approved list.

