

Welcome to ParentMail!

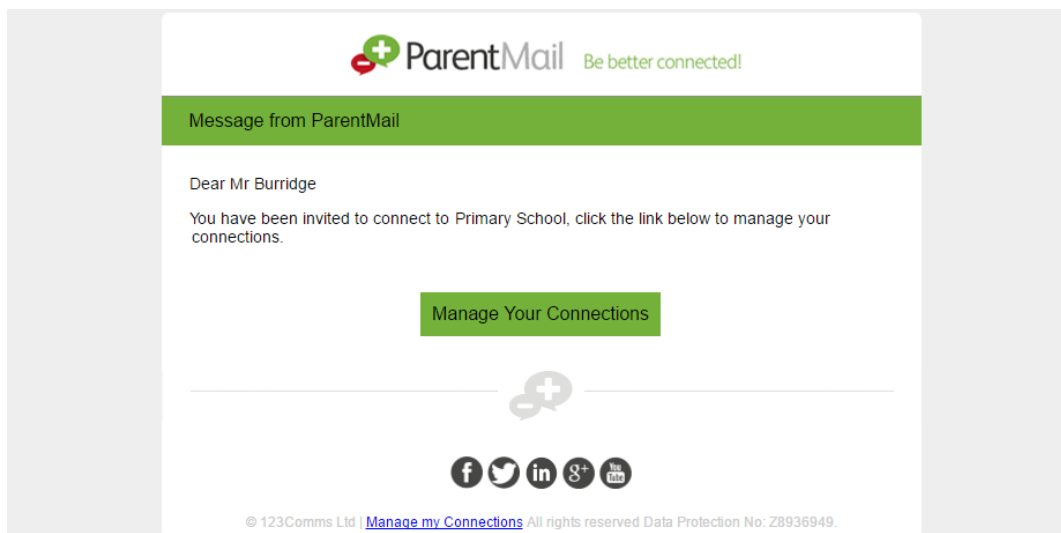
Welcome to your ParentMail account! We hope you're going to enjoy receiving your school communications online. First things first, you need to register your account – the good news is, this can be done in minutes!

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 to your contact address book to avoid missing out on emails.

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

Brierley Primary School



Primary School is using ParentMail for their communications.
They have sent you a registration request to receive communications for **Sam Burridge**.


Add Sam Burridge:

I already have a ParentMail PMX account.
Add Sam Burridge to my existing ParentMail account. >

I don't have a ParentMail PMX account.
Add Sam Burridge to a new ParentMail account. >

3) Click 'I already have a ParentMail PMX account'. The below window will appear.

Verification



For security we need to verify that you should be connected to **Sam Burridge**.

Please enter Sam Burridge's date of birth below:

dd/mm/yyyy
01/01/2001 x ↕ ▼


Verify Now...

Enter your child's date of birth by either typing in the field, or use the arrow on the far right to select from the calendar.

Once you have entered the date of birth, click 'Verify Now...'

The below window will appear. You now need to enter the login details previously used to register with ParentMail. Don't worry if you have forgotten your password; simply click 'Forgot your Password?' and a new window will open asking you to enter your email address. You will then receive an email to your inbox which will allow you to reset your password to a new one. After you have reset your password, return to the login details window and log into your account

Login



Login to your ParentMail account to receive messages for **Holly Burridge**.

Please enter your email address and password below:

Email Address
youremailaddress@email.co.uk

Password
.....

Login

[Forgot your Password?](#)

Now click 'Complete Registration'.

The below window will appear –



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

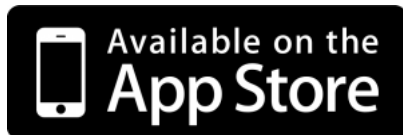


Success! You have created your ParentMail account!

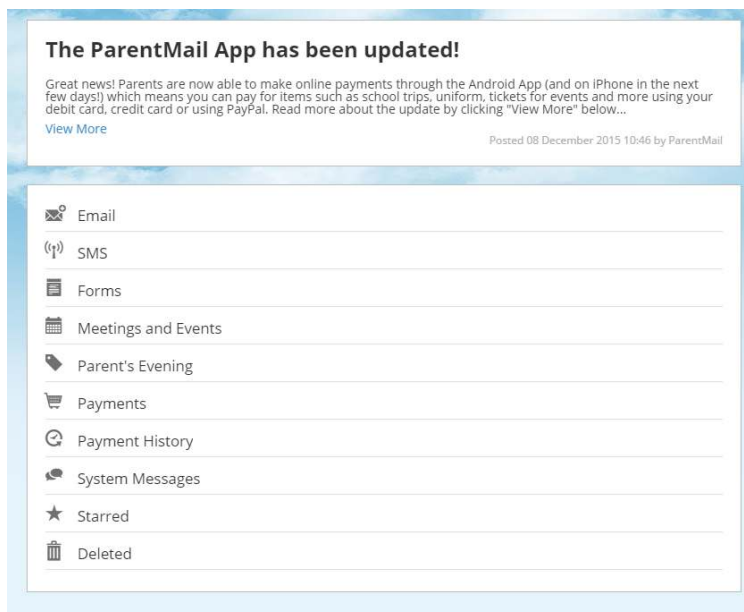
You will now receive messages from your child's school. If you have more than one child at the school, you will receive messages for both/all!

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.

 Email	2
 SMS	
 Forms	1
 Meetings and Events	
 Parent's Evening	1
 Payments	