

Email Forward for Parents} Step-by-Step Instructions

These instructions will explain how to set up your parent account so that your FMail messages will also be forwarded directly to your email account.

Step 1: Sign in to your parent account.

Step 2: Click the 'View/Edit Parent Information' button at the top of your Home screen.

Step 3: In the parent data form, either check mark (opt in) or uncheck (opt out) the option for Email Forwarding. A check mark for Email Forwarding means you would like to have the FMail messages that are sent to you to also be forwarded to your email account (see sample form below).

Step 4: To save these changes, click the 'Save Changes' button located directly below the parent data form.

(Sample Parent Data Form)

Parent Information Edit Form	
Parent/Guardian #1 (where student resides)* required Your Primary Data has been locked, contact the school to make changes.	
First Name:* Tom	Please enter all phone numbers as areacode-prefix-number
Middle Initial: A	Home Phone:* 1-234-567-8910
Last Name:* Allen	Work Phone: 1-234-567-8910
Suffix:	Cell Phone: 503-2600742
Title: Mr.	Service Provider: AT&T
Relationship: Father	E-Mail: tomallen@email.com
Address:* 435 East Elliott	<input checked="" type="checkbox"/> I authorize FastDirect Demonstration School to send text messages to: 5032600742@txt.att.net using FastDirect. test it
City:* Kirkwood	FDmail Notification Preferences:
State:* MO	<input type="checkbox"/> Email (Sends to tomallen@email.com)
Zip:* 63122	<input type="checkbox"/> Text (Sends to 5032600742@txt.att.net)
Occupation: Movie Star	<input checked="" type="checkbox"/> Allow Email forwarding of FMail Sends to tomallen@email.com Sensitive information could possibly be sent via email.
Business Address, City, St., Zip: 231 Hampton Ave, St.	
Religion/Church: Christian	
Parent/Guardian #2	
First Name: Ruth	Please enter all phone numbers as areacode-prefix-number
Middle Initial:	Work Phone: 989-373-2727
Last Name:	Cell Phone: 207-754-9765
Suffix:	Service Provider: TracFone
Title: Mrs.	E-Mail: ruthallen@email.com
Relationship: mother	<input type="checkbox"/> I authorize FastDirect Demonstration School to send text messages to: 2077549765@mmst5.tracfone.com using FastDirect. test it
<input checked="" type="checkbox"/> Address and home phone is the same as parent/guardian #1.	FDmail Notification Preferences:
Address:	<input type="checkbox"/> Email (Sends to ruthallen@email.com)
City:	<input type="checkbox"/> Text (Sends to 2077549765@mmst5.tracfone.com)
State:	Authorization required in checkbox above
Zip:	<input checked="" type="checkbox"/> Allow Email forwarding of FMail Sends to ruthallen@email.com Sensitive information could possibly be sent via email.

HELPFUL TIPS:

- If you are unable to make changes to your parent data form, please contact an administrator in the school's office.
- To help ensure delivery of your email, please add our address (noreply@fastdir.com) to your contacts.
- Both parent/guardian #1 and #2 have email forwarding permissions.
- Verify the email addresses that are entered for both accounts.
- Email forwarding only applies to FMail messages that have been sent by a staff person to your parent account.
- Attachments or HTML in a message will not be forwarded.
- Any FMail that was email forwarded cannot be replied to via email.

Thank you for using FastDirect Communications to strengthen your school community. We hope you enjoy the enhanced connection between your family and school.

Sincerely,
the FastDirect Communications Team

Revised 08/2016