Email Forward for Parents} Step-by-Step Instructions

These instructions will explain how to set up your parent account so that your FDmail 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 FDmail 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)

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 FDmail messages that have been sent by a staff person to your parent account.
- Attachments or HTML in a message will not be forwarded.
- Any FDmail 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