How to...register your email on the app to receive Individual Messages from Long Calderwood Primary School

1. When you open the app, click on the messages tab and then the little settings cog at the top left hand side of the page.

14:51 <i>ㅋ</i>		
\$	Messages T	
Wed 1st May 2019		
	P1 & P2 Out to Play Club Just a reminder that our P1 & P2 Out to Play Clu	
	P1 & P2 Out to Play Club Just a reminder that our P1 & P2 Out to Play Clu	
Tue 30th Apr 2019		
\square	Robinwood Expected Arrival Update for tomorrow, Wednesday 1st May As there has been a road closure the Robinwood	
	Parent/Carer Appointments A letter was scheduled to be issued today regar	
Mon 29th Apr 2019		
\square	Working with food P4 children will be following recipes to create Sc	
	Robinwood Primary 7 have now arrived at Robinwood safe a	
	Robinwood Update Our P7 children and staff who are travelling to R	
Thu 25th Apr 2019		
Home	Girl's Football	

2. On the following screen enter in your email address and press 'Sign in'. If you receive an error message, contact your school to ensure they have the correct email address for you. Once they have added your email address, try to sign in again!



3. If your email address has been added to the system, you will get the following pop-up:



4. Check your inbox, where you will find an email with a link to click to verify your email address (you may want to check your spam folder if it doesn't come through initially).

	Verify your email for the Test Client22 app Inbox ×
-	Apps Central <no-reply@appscentral.co.uk> to me +</no-reply@appscentral.co.uk>
	Hi Jane Doe,
	Please verify your email by clicking the link below to allow you to receive individual messages from your school.
	Confirm Email
	Kind regards,
	Test Client22
	Keply Forward

5. Click the link to verify your email address, you'll then receive another email confirming the verification.

	Thank you for verifying your email for the Test Client22 app
	Apps Central <no-reply@appscentral.co.uk> to me ▼</no-reply@appscentral.co.uk>
	Hi Jane Doe,
	Thank you for verifying your email. You can now receive individual messages through the Test Client22 app.
	Kind regards,
	Test Client22
	Reply Forward

6. Your school can now send you Individual Messages! These will pop up on your phone as notifications, exactly like Group Messages sent from the school. You can find your Individual Messages in the 'Messages' tab of the app. (They have an icon of a person to differentiate them from Group Messages).

📲 TESCO 🗢 13:56				
٠	Messages T			
Thu 11th Oct 2018				
8	Unexplained absence John is absent from school today, would yo >			
Tue 9th	Oct 2018			
	Test message >			
Tue 6th Feb 2018				
	testing message >			
Wed 20th Dec 2017				
	Next mes Nemo enim ipsam voluptatem quia voluptas >			
	Title quasi architecto beatae vitae dicta sunt ex >			
Tue 12th Dec 2017				
\square	Tester >			
Thu 26th Oct 2017				
Home	Dates Messages News Information			

You can sign into more than one device with the same email address, e.g. if you have a tablet with the app on too or if you want childminders/grandparents to receive the Individual Messages for your child too! Just repeat the steps above.