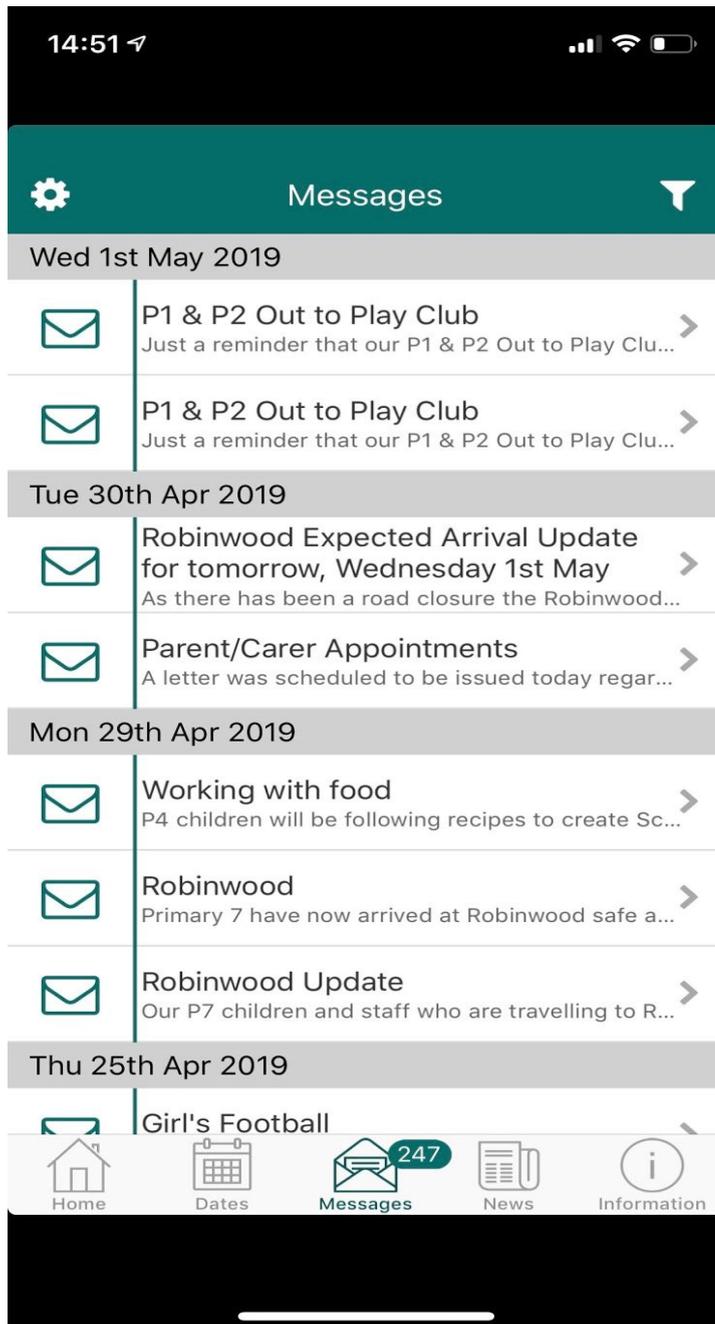
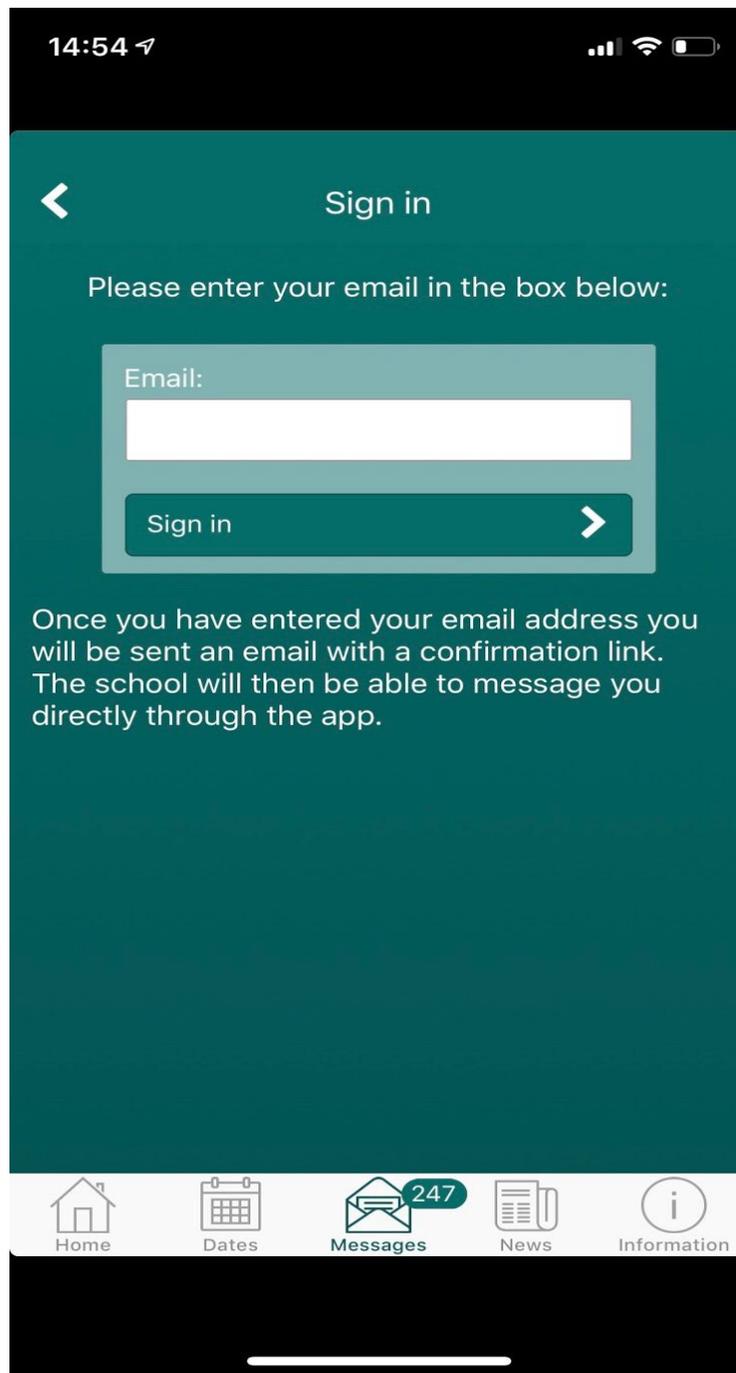


How to...register your email on the app to receive Individual Messages from Long Calderwood Primary School

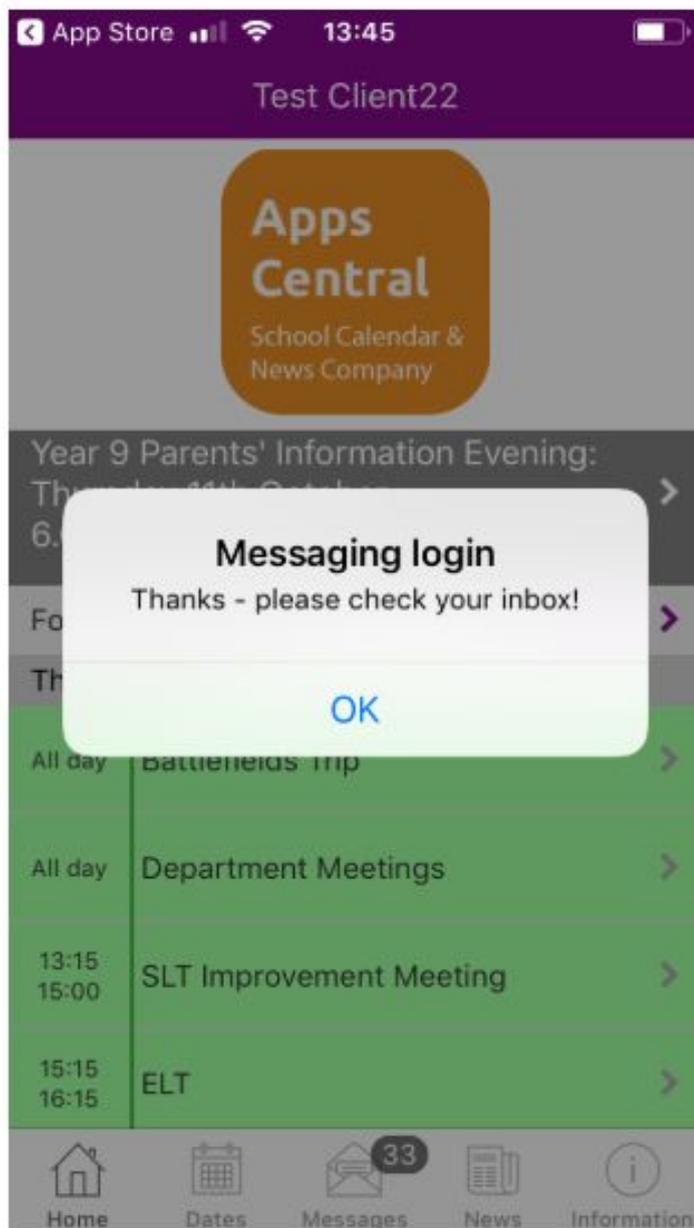
1. When you open the app, click on the messages tab and then the little settings cog at the top left hand side of the page.



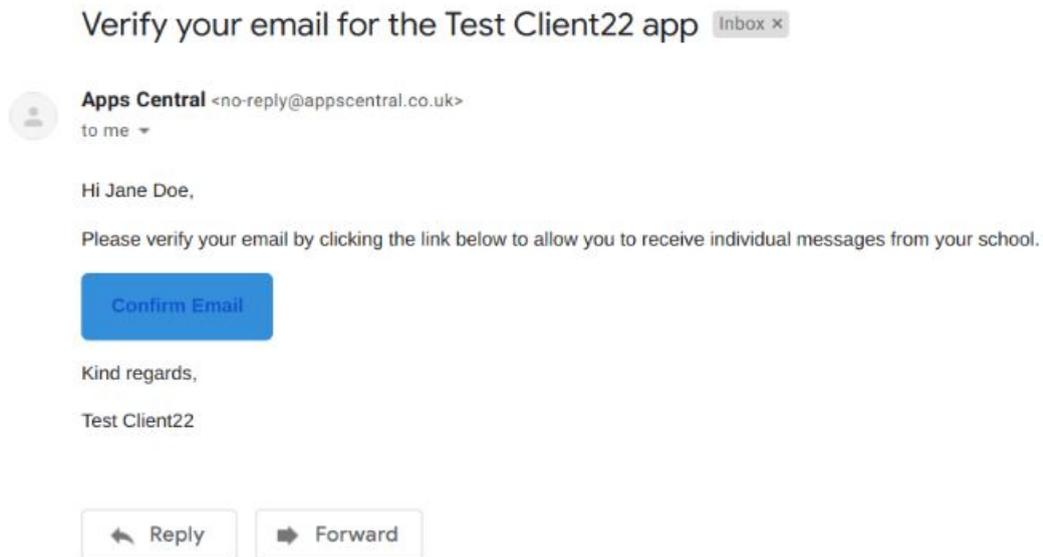
2. On the following screen enter in your email address and press 'Sign in'. If you receive an error message, contact your school to ensure they have the correct email address for you. Once they have added your email address, try to sign in again!



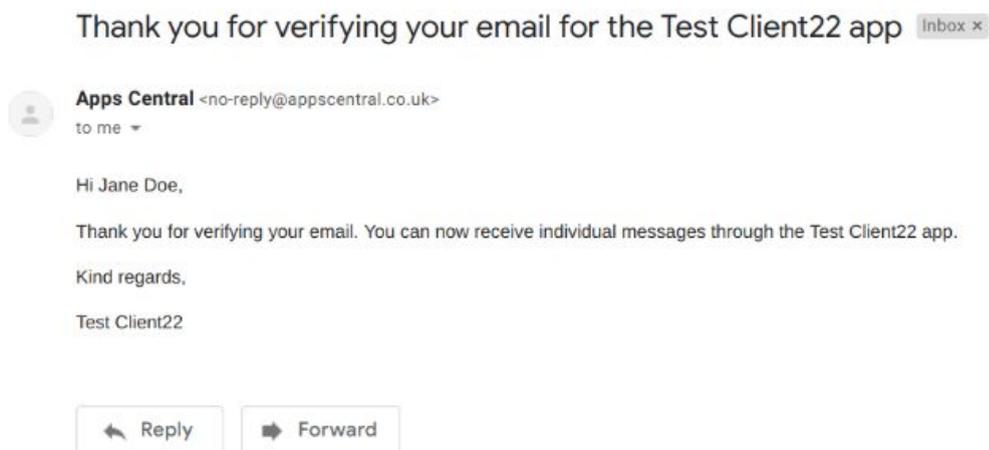
3. If your email address has been added to the system, you will get the following pop-up:



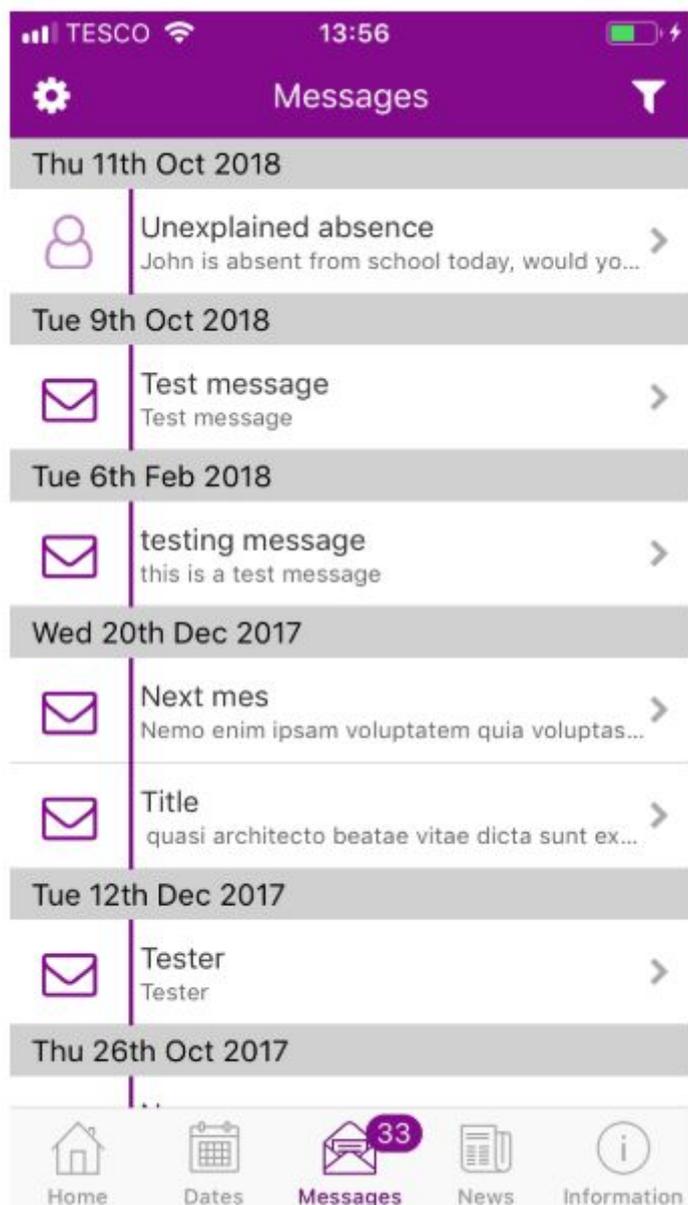
4. Check your inbox, where you will find an email with a link to click to verify your email address (you may want to check your spam folder if it doesn't come through initially).



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



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).



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.