

# 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  
 Middle Initial: A  
 Last Name: \* Allen  
 Suffix:  
 Title: Mr.  
 Relationship: Father  
 Address: \* 435 East Elliott  
 City: \* Kirtwood  
 State: \* MO  
 Zip: \* 63122  
 Occupation: Movie Star  
 Business Address, City, St., Zip: 231 Hampton Ave. St.  
 Religion/Church: Christian

Please enter all phone numbers as areacode-prefix-number  
 Home Phone: \* 1-234-567-8910  
 Work Phone: 1-234-567-8910  
 Cell Phone: 503-2600742  
 Service Provider: AT&T  
 E-Mail: tomallen@email.com

I authorize FastDirect Demonstration School to send text messages to: 5032600742@txt.att.net using FastDirect. test it

**FMail Notification Preferences:**  
 Email (Sends to tomallen@email.com)  
 Text (Sends to 5032600742@txt.att.net)  
 **Allow Email forwarding of FMail**  
 Sends to tomallen@email.com. Sensitive information could possibly be sent via email.

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**Parent/Guardian #2**

First Name: Ruth  
 Middle Initial: Mi  
 Last Name: La  
 Suffix: Su  
 Title: Mrs.  
 Relationship: mother  
 Address and home phone is the same as parent/guardian #1.  
 Address:  
 City:  
 State:  
 Zip:

Please enter all phone numbers as areacode-prefix-number  
 Work Phone: 969-373-2727  
 Cell Phone: 207-754-9765  
 Service Provider: Tracfone  
 E-Mail: ruthallen@email.com

I authorize FastDirect Demonstration School to send text messages to: 2077549765@mmst5.tracfone.com using FastDirect. test it

**FMail Notification Preferences:**  
 Email (Sends to ruthallen@email.com)  
 Text (Sends to 2077549765@mmst5.tracfone.com) Authorization required in checkbox above)  
 **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**

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