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)

Parent Information Edit Form

Parent/Guardian #1 (where student resides)* required — Your Primary Data has been locked, contact the school to make changes.

Field	Value
First Name:*	Tom
Middle Initial:	A
Last Name:*	Allen
Suffix:	
Title:	Mr.
Relationship:	Father
Address:*	435 East Elliott
City:*	Kirkwood
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

Field	Value
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

FDmail Notification Preferences:
☐ Email (Sends to tomallen@email.com)
☐ Text (Sends to 5032600742@txt.att.net)

☑ **Allow Email forwarding of FDmail**
Sends to tomallen@email.com Sensitive information could possibly be sent via email.

Parent/Guardian #2

Field	Value
First Name:	Ruth
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

Field	Value
Work Phone:	989-373-2727
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

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

☑ **Allow Email forwarding of FDmail**
Sends to ruthallen@email.com Sensitive information could possibly be sent via email.

Check mark this option if you would like your FDmail messages forwarded to your email account.

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

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FastDirect communications