



How to set up - Academy Parent Email -



Academy emails are Google accounts - These are accessible via GMail & Outlook Apps.

We recommend to use GMail as this is found to be the best app for accessing emails.

Details of how to set up the GMail app is on the next slide - if you already have the GMail app on your device please go to the section 'Already have GMail & own email account' to learn how to add in your Academy Email account.

If you have Outlook app on your device for your emails & you want to use this for your Academy Email Account follow the steps on the following page for the app you have.

GMail

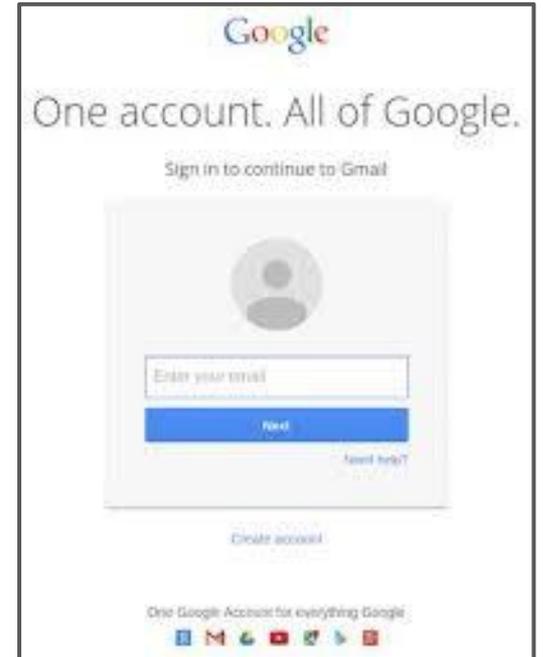


To access your Parent emails go through **GMail**.

This is downloadable for free through any play store.

If you don't already have Gmail follow below
(if you do go to next page):

- Click **sign in** then type in
 - Academy Email Address will be in this format :
pc00.xample@taa.email
- And password
- The email address and password will be sent to you



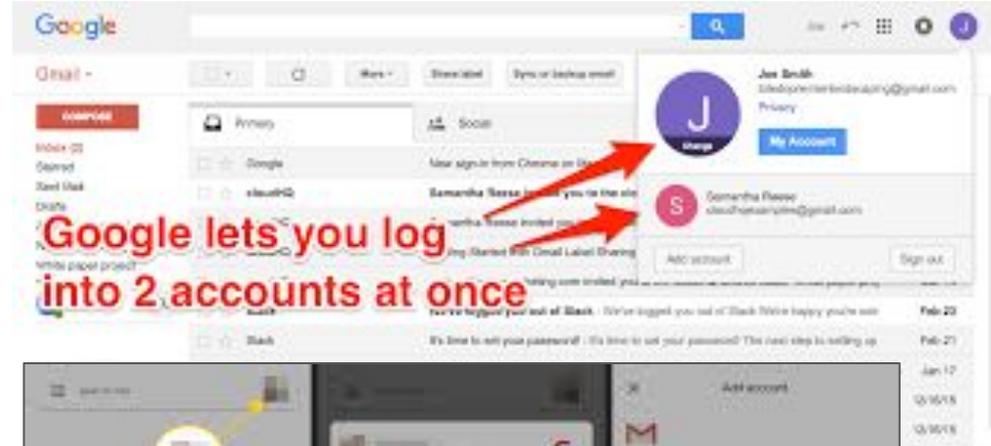
Already have GMail & own email account?

Gmail will allow you to add multiple email accounts within the same place.

Click on the **Circle in the top right corner** (normally with a Letter or Image depending how it has been customised)

Click '**Add Another Account**' -

Next page -->



Click **'Add Another Account'**

'Set up email' - Select Google from the options

It may ask for your phone pin/device unlock at this stage

'Sign In' - put the Academy email address in and password

It usually asks for the password again & to decode the letters to prove you are not a robot.

'Create a strong password' - Here you can they create your own password

(this will be same details you will use for SIMS Parent App as well as Gmail - please note any password resets have to be done by the Academy)

Outlook



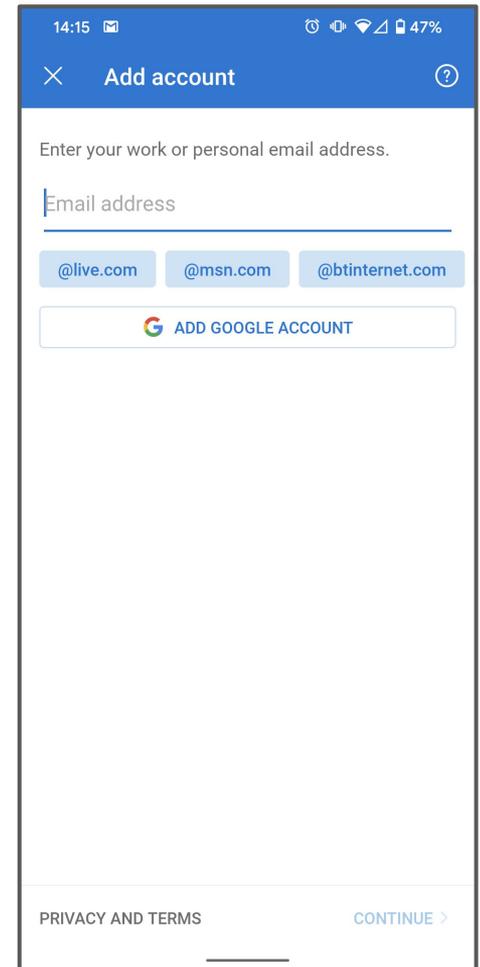
To access your Parent emails in your Outlook app :

Underneath the circle in the top left corner click on the circle with an envelope & a blue +

This brings up this box → shown in picture

Select 'Add Google Account' from the options

- Click **sign in** then type in
 - Academy Email Address will be in this format :
pc00.xample@taa.email
- And password
- The email address and password will be sent to you



Viewing your Email Accounts

- To navigate between email accounts :

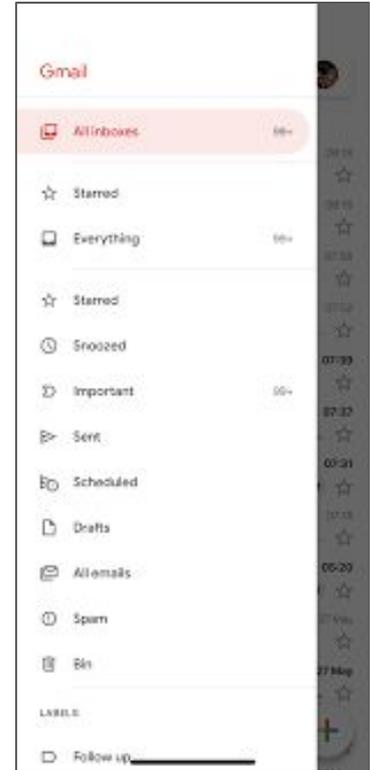
In GMail - Click on the **circle in the top right corner** & select whichever email account you want to view.

In Outlook - Click to the left hand side & select whichever email account you want to view.

- If you prefer to have all your email accounts into one inbox using GMail :

On the left hand side options select '**All Inboxes**' this will show your personal and Academy emails on one screen.

Shown in picture -->



Additional Help and Support

Email :

admin@theaxholmeacademy.com