



# 99% of parents are now on Arbor— Are you one of those who isn't?

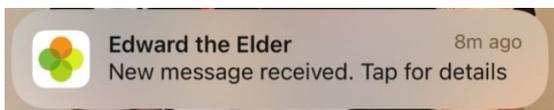


**We are becoming a paperless school and plan to send out non-urgent messages via the Arbor app and letters and newsletters via email.** 99% of parents have now logged onto Arbor which is excellent! If you are one of the parents who hasn't done so yet, then **please** do as soon as possible—we don't want you to miss any important information. If you have any problems then please speak to Mrs Simpkins in our office. **To create your Arbor account please visit <https://login.arbor.sc/>**

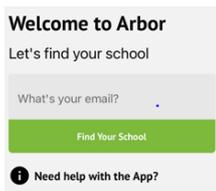
- Do not enter an email address, instead just click 'forgot your password'.
- Now enter your email address and click 'reset password'. You will need to use the email address that is registered with school. If you haven't got one registered, please contact the school office as you will not be able to use Arbor without one.
- You will then receive an email from Arbor with a link to continue setting up your account.

## Accessing messages through the in-app messaging service

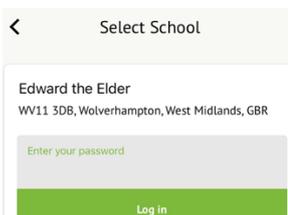
- When your account is up and running, please ensure you have enabled notifications.



**1. Your notification of an in-app message will look like this. Click on it.**



**2. You will be taken to this page within the app. Enter your email address and click 'Find Your School'.**



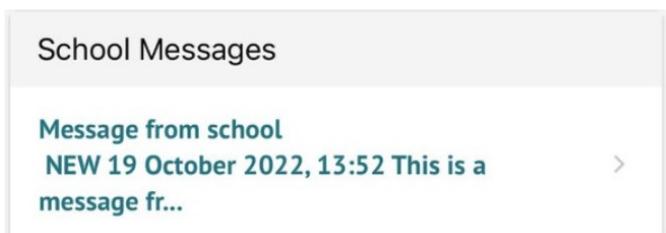
**3. Select the school and type in your password. Log in.**



**4. In the bottom right hand corner you will see the icon of a person with the red notification . Click this.**



**5. Your messages will be shown here. Click the red alert icon.**



**6. Open your message. Messages will be save here for you to refer back to.**

## Accessing messages/letters/newsletters through the email service

[no-reply@mail.arbor-education.com](mailto:no-reply@mail.arbor-education.com) on behalf of Edward the Elder

**1. Emails will be delivered to the email address registered on Arbor with school. They will come from this address—please check in case they go into junk mail.**