

Dear Parents/ carers,

If you have signed up to Oakleyhomeschool.co.uk you may be receiving a lot of emails. We ask that these email notifications are not turned off so you are able to monitor your child's comments and any responses. However, to prevent these emails from filling your inbox, you should be able to create a new folder in your emails and 'move' all emails (including future ones) directly to this folder. This would allow you to monitor posts via email notifications yet not have your inbox filled with emails from oakleyhomeschool. If you use **outlook**, below is a list of instructions to set this system up:

1. Create a new folder and name it appropriately (e.g. Oakley Home School)
2. Right click one of the emails you have received from oakleyhomeschool.
3. Go to 'Move' then click 'Move all messages from...'
4. Select the option 'Move all messages from the inbox folder and any future messages'.
5. Use the drop down to select the folder you have just created.
6. Press OK

Other email providers should offer a similar system but the steps may vary.