

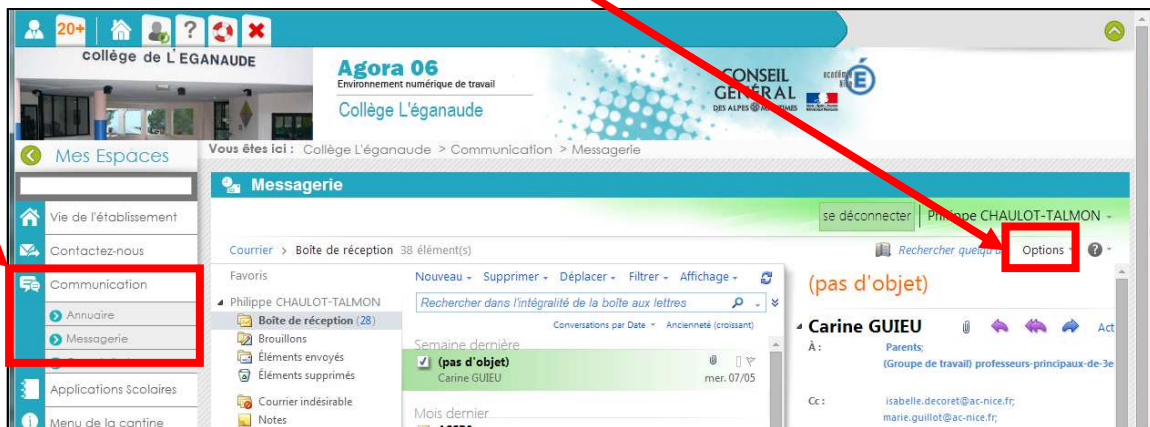
How to forward the emails received on Agora 06 (ENT) towards your personal email address

As you know, all parents do have an email address provided by Agora 06 (email like your.name@agora06.fr). This email is used to communicate with you by the Administration of Collège Eganaude and also by API and FCPE parents associations. To read these mails, **you have to be connected** on Agora 06.

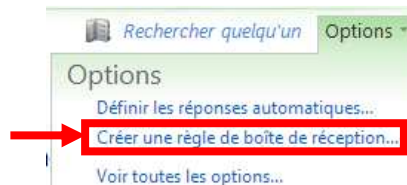
This document describe how to configure your account on Agora 06 to forward in real time the emails sent to your Agora 06 email address to your personal email, thus allowing you read them **without the need to be connected** on Agora 06.

Remark : While you will be able to read Agora 06 mails from your personal mailbox, please note it is NOT possible to directly send an email to an **@agora06.fr** address from your personal mailbox, this is only possible when you are connected on the Agora 06.

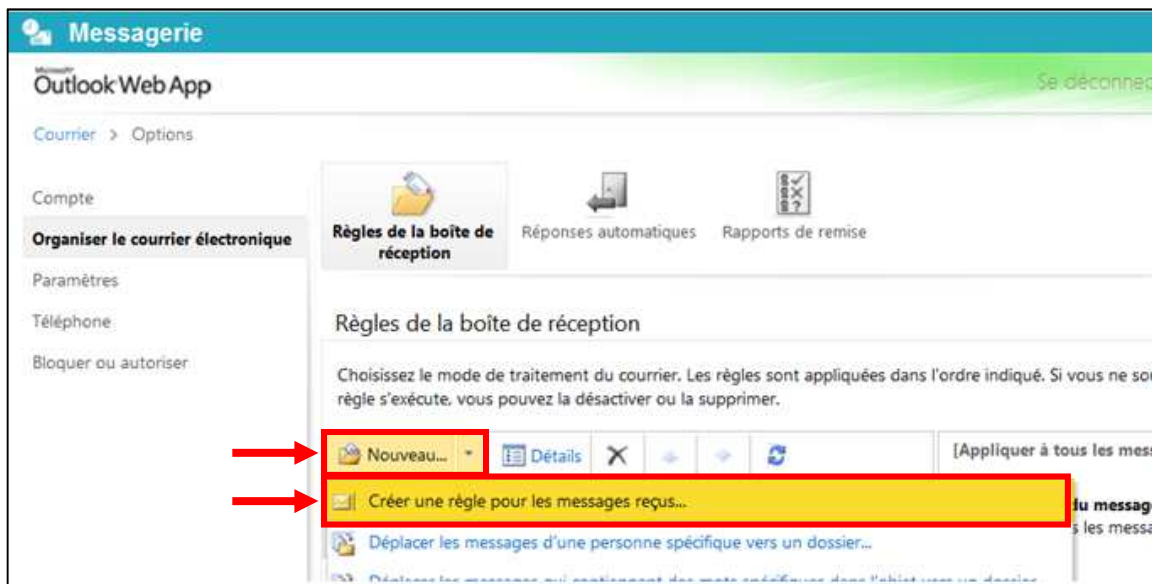
1. Connect on Agora 06 at www.agora06.com
2. Open Messaging by clicking on « Communication » then « Messagerie » in the left Menu
3. In your Messaging, click on « Options »



4. In the list, choose « Créer une règle de boîte de réception... »

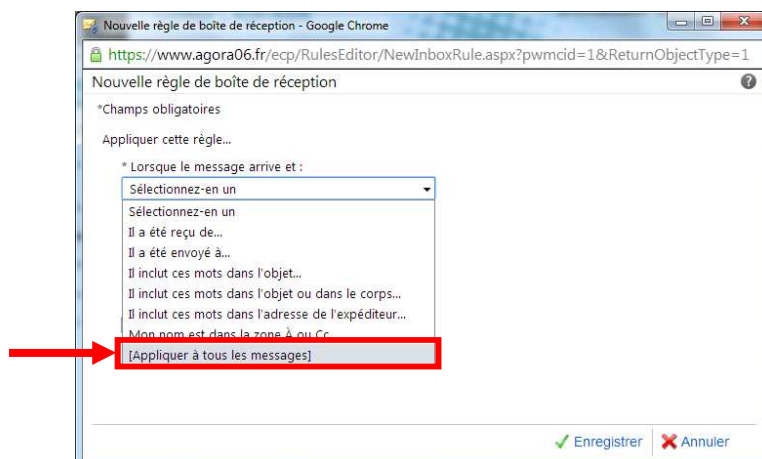


5. Click on « Nouveau » and choose « Créer une règle pour les messages reçus »



6. In the new Window

- a. Under the question « Lorsque le message arrive et : », select « [Appliquer à tous les messages] » in the list.

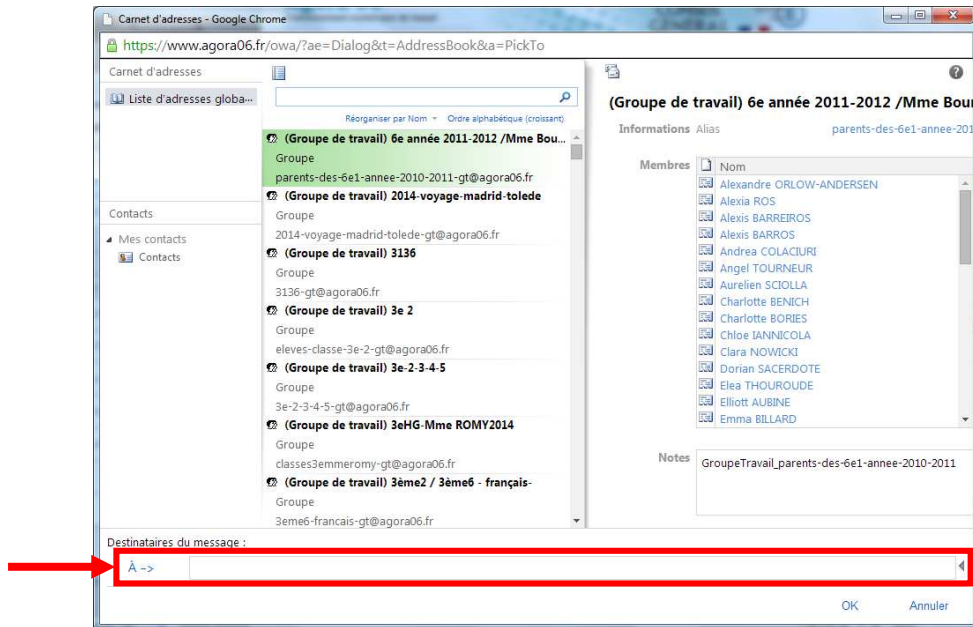


- b. Then under the question « Effectuer les opérations suivantes », select « Rediriger le message vers... » in the list.



7. Fill your personal email in the new Window

Complete the configuration by putting your personal email in the field « **Destinataires du message** » that will be used to forward the mails and click « **Ok** ».



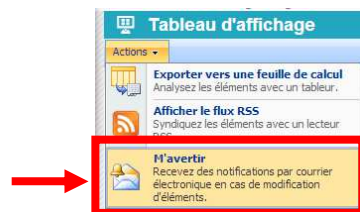
How to received by email informations posted on the ENT scoreboard by the Administration of the Collège.

1. Click on « Vie de l'établissement » in the left menu, then choose « Tableau d'affichage »



2. Click on the menu « Actions »

Choose « M'avertir » in the list.



3. If you want, you can tune the conditions used to control how alerts are sent

You can personalize the triggers for alerts or just validate the default value, complete the configuration by clicking on Ok.

This complete the configuration: every time a post is made on the scoreboard, you will now receive an email on your personal address.