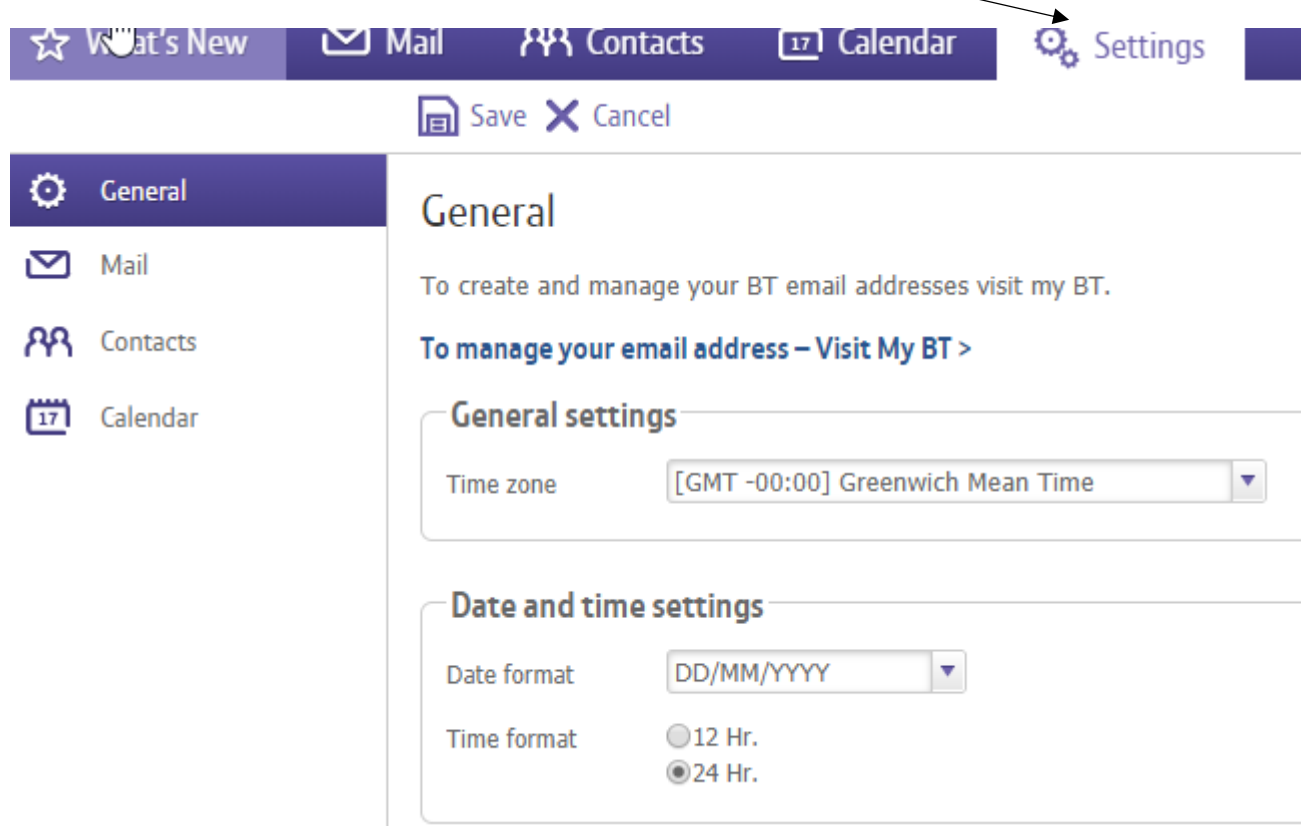


'To enable 'My Ed' emails directly into your BTINTERNET Inbox'

Please ensure you use a computer or laptop to make these changes.

- 1 Click on 'settings' tab at the top of the page.



The screenshot shows the top navigation bar of the BT Internet interface. The 'Settings' tab is highlighted, and an arrow points to it from the instruction above. Below the navigation bar, there are 'Save' and 'Cancel' buttons. The left sidebar shows the 'General' settings tab selected, with 'Mail', 'Contacts', and 'Calendar' options below it. The main content area is titled 'General' and contains the following text and settings:

To create and manage your BT email addresses visit my BT.
To manage your email address – Visit My BT >

General settings

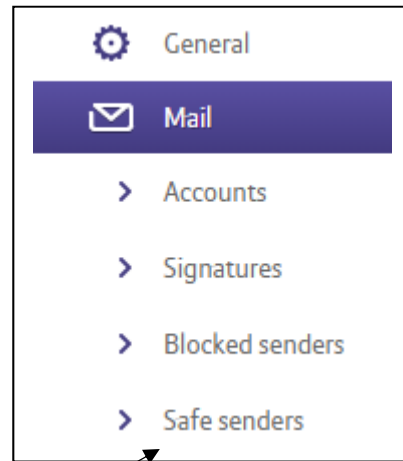
Time zone [GMT -00:00] Greenwich Mean Time ▼

Date and time settings

Date format DD/MM/YYYY ▼

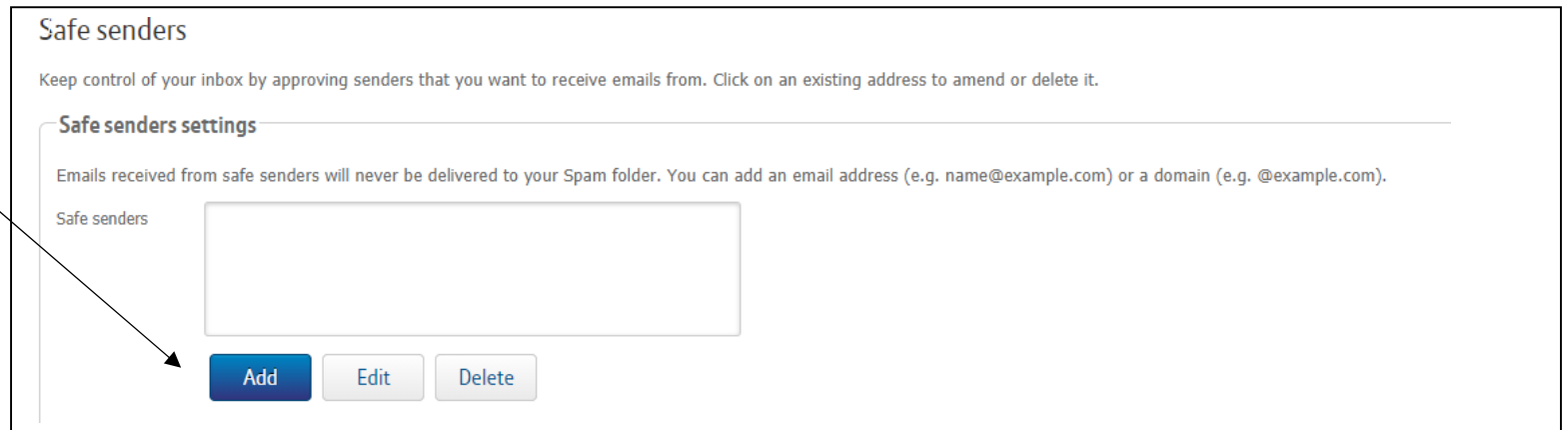
Time format 12 Hr. 24 Hr.

2 Select 'Mail' from the menu bar on the left hand side

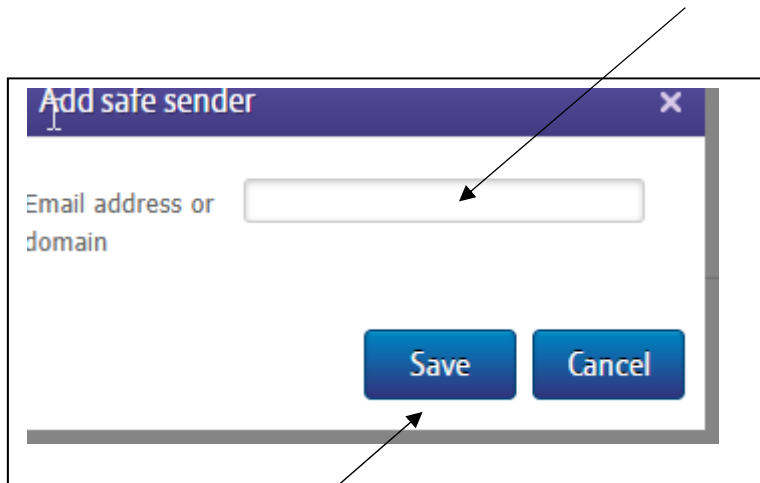


3. Select 'safe senders' from the list

4. Click 'Add'



5. Add the following email address into the box: auto.2703.GroupEmail.3230312.1@schools.ps-connect.cloud



6. Click 'Save'

7. You should now receive a confirmation message stating the email address will be added to your 'Safe Senders' list and the email address will appear in your safe senders list as below

