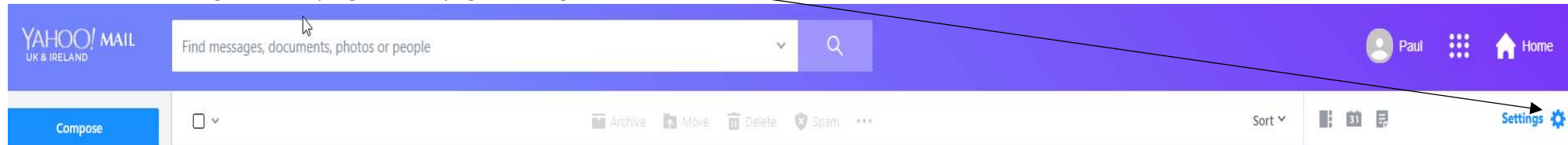


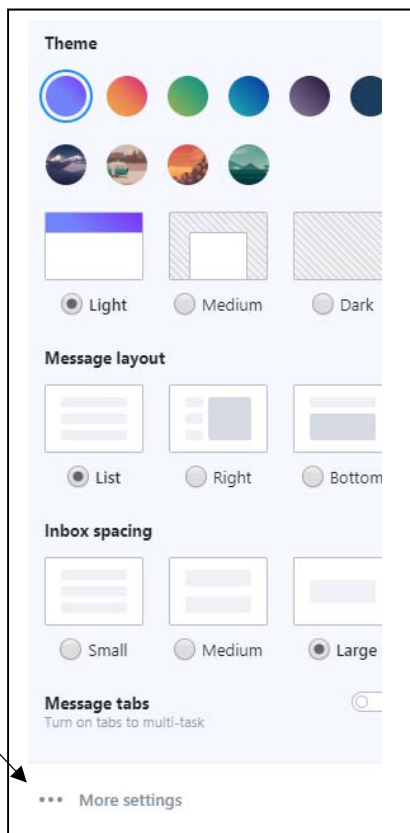
'To enable 'My Ed' emails directly into your Yahoo/Sky Inbox'

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

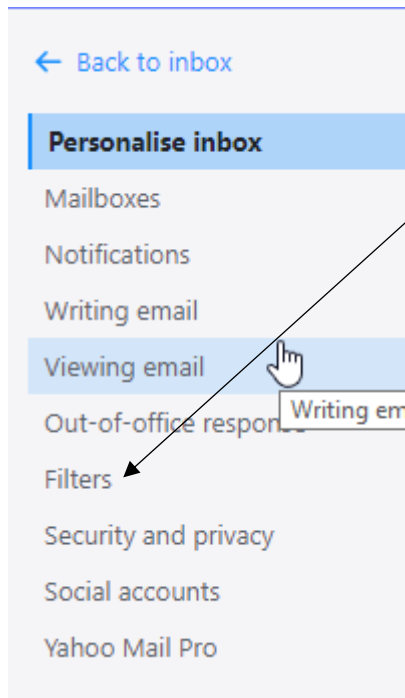
1 Click on settings at the top right of the page (the cog wheel)



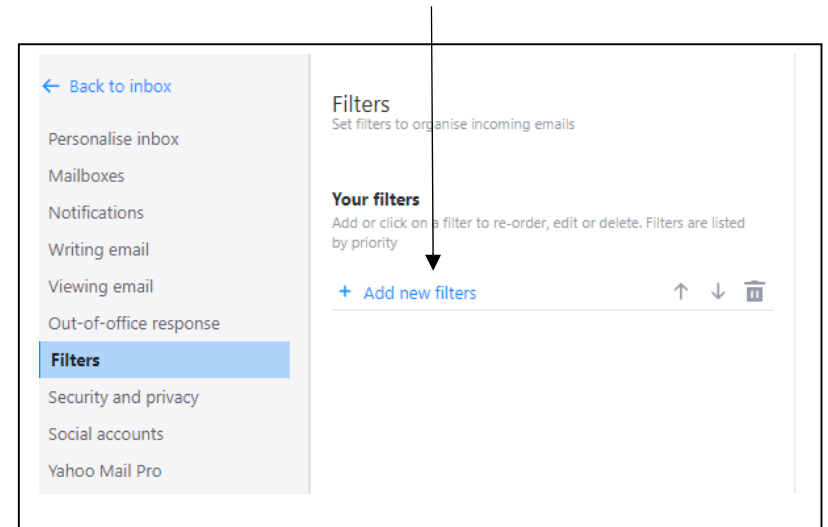
2 Click on 'More Settings'



3 Click on filters on the menu bar on the left hand side of the screen:



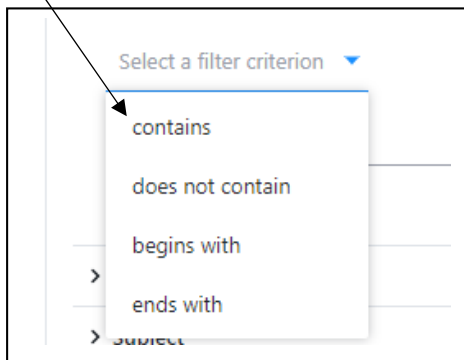
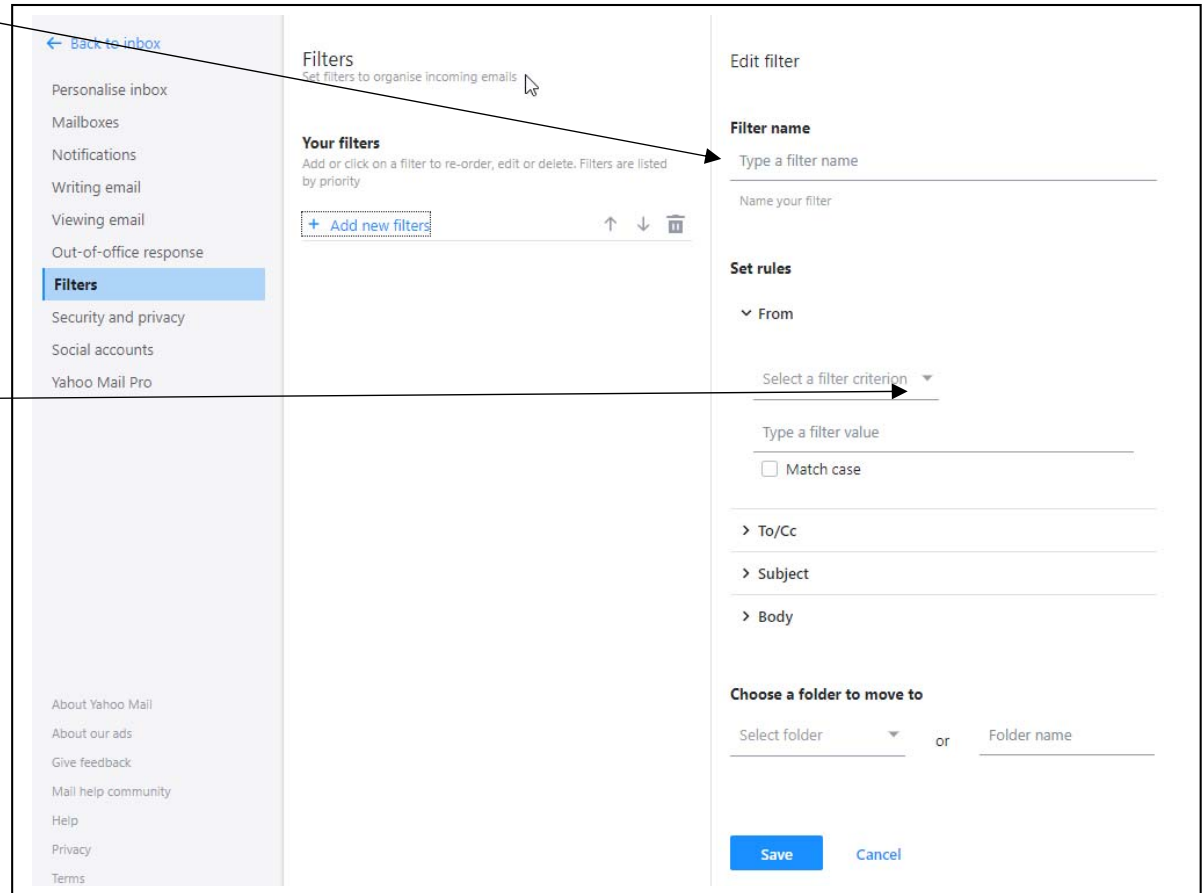
4 Click on add new filters:



5 Enter Filter Name – ‘The Blue Coat School’

6 Under ‘Set Rules’ click on the drop down feature titled “Select a Filter Criterion”

7 Select “contains” from the drop down menu



8 Enter *@schools.ps-connect.cloud in the “Type a filter value”

Set rules

From

contains

*@schools.ps-connect.cloud

Match case

> To/Cc

9 Select “Inbox” from the drop down menu in the section “Choose a folder to move to”

Set rules

From

contains

*@schools.ps-connect.cloud

Match case

> To/Cc

> Subject

> Body

Choose a folder to move to

Inbox or Folder name

Save Cancel

10 Click “Save”