

# Chair of Governor's E-mail – RM Easymail

**Has your school's chair of governor's email account been created?**

To check if a chair account has been created, log on to the easymail plus domain administration website:

<http://admin.easymail.rmplc.co.uk>

From this website you will be able to:

1. see and create accounts;
2. or reset a password.

**Please set up the email account as: chair@..... school.etc**

**If the account has not been set up please continue with the steps below.**

## **1. Do you have the RM easymail plus domain administrator password?**

Your school's ICT subject leader / co-ordinator may know this. Please check with them. If you have this information please go to step 3.

## **2. What do I do if I cannot identify this password?**

If you do not know your easymail plus domain administrator password, please use the 'forgot your password' link on the above web page to request a new password.

## **3. When I have my administrator password what do I do?**

When you have your administrator password, you will be able to login in to amend all e-mail accounts for your school. Please note that if your school has used all of the available e-mail accounts it will be necessary to purchase additional accounts. Prices currently start at £4.34 for a block of 5. To order or check prices please login at <http://esi.swgfl.org.uk/>

## **4. Sending a test e-mail**

Once you have set up your chair of governors e-mail account, please forward a test e-mail to [governor.services@gloucestershire.gov.uk](mailto:governor.services@gloucestershire.gov.uk) to tell us you are "up and running"

## **5. Still experiencing problems????**

Please contact the schools ICT Service support team **by e-mail**.

E-Mail address: [sso@gloucestershire.gov.uk](mailto:sso@gloucestershire.gov.uk)