

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 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