

How to forward your nyey.co.uk email to another email address.

The preferred option is for funded providers to log in and check their @nyey.co.uk mailbox directly using the link; [Microsoft account | Sign In or Create Your Account Today – Microsoft](#). However, if this is not practical, you may choose to set up the email forwarding facility so that messages are automatically sent to another email account approved by your provision.

If you use email forwarding, we strongly recommend that emails are forwarded only to a designated business email account that is used specifically for the management and administration of your early years provision. The receiving email account should be accessible only to authorised members of staff and managed in accordance with your organisation's data security procedures.

Please do not forward emails to personal email accounts unless you have considered and are satisfied that appropriate security arrangements are in place, this includes childminders.

Please follow the steps on page 2 to access your NYC nyey email address.

If you do not have the password to get into the nyey email account, NYES Digital will be able to help, their telephone number is 01609 536086 - tell them you are an early years funded provider and give them your provider specific nyey email address xxxxx@nyey.co.uk

It is your responsibility to ensure that:

- **The @nyey.co.uk email account remains active and monitored.**
- **Access to both the @nyey.co.uk account and any forwarding email account is restricted to authorised staff.**
- **Passwords are changed when required, for example when a member of staff leaves the provision or changes role.**
- **Forwarding arrangements are reviewed regularly to ensure emails continue to be sent to an appropriate business email account.**
- **Spam and junk mail are managed appropriately.**

Please note that, even where forwarding is in place, your provision remains responsible for receiving and acting on information sent to your @nyey.co.uk email account.

Please be aware that the nyey email account is the same as every email account and will receive SPAM/Junk, you should manage this accordingly. It is your responsibility to ensure that you access the nyey email account to keep up to date with relevant and key information for all aspects of early years funding as well as information relating to early years. Please be mindful of data security and change the password, when necessary, e.g., if a member of staff who had access to the nyey email leaves your provision.

There may be some email addresses that go straight to your SPAM/Junk folder, so it is advisable that the email addresses listed below from Families Information Service, School Improvement Team and Early Years Funding Team should be added to your safe senders list,

eyft@northyorks.gov.uk
Sarah.blake@northyorks.gov.uk
John.banks@northyorks.gov.uk
Maddy.atkinson@northyorks.gov.uk

fis.Information@northyorks.gov.uk
Elizabeth.roberts@northyorks.gov.uk
Joanne.webster@northyorks.gov.uk
Rosie.mackay@northyorks.gov.uk

Helen.Smith@northyorks.gov.uk
Elaine.broadbent@northyorks.gov.uk
Amanda.bradley@northyorks.gov.uk
Kate.povall@northyorks.gov.uk

How to forward an email account in Office 365

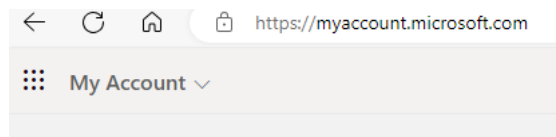
You must be connected to the internet and click on this link; [Microsoft account | Sign In or Create Your Account Today – Microsoft](#)

You will be taken to a screen where you should input the email address xxxxx@nyey.co.uk and password.

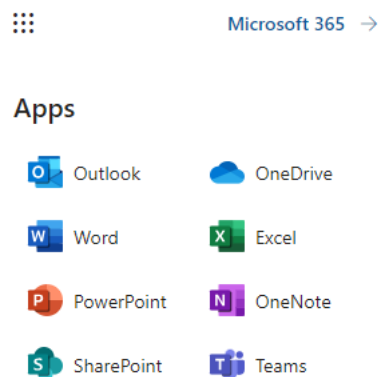
If you have any problems accessing this, please contact NYES Digital, their telephone number is 01609 536086.

How to forward an email account in Office 365

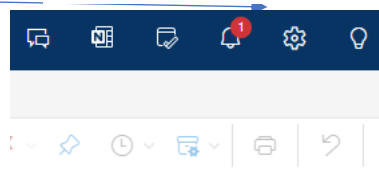
1. Log into your account using the link in the email and select the 9 dots at the top left of the screen.



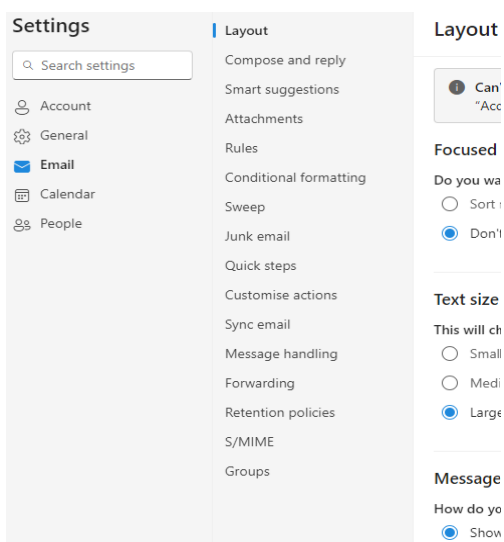
2. From the options select the 'Outlook' app, this will take you to your email account.



3. In the next screen select the 'cog' icon at the top right of the page.



Select the 'forwarding' option from the list.



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4. Click the 'enable forwarding' button and enter the email address you wish to use to forward to.

