

How to forward your nyey.co.uk email to a personal email address.

Please use the following information to help you to forward the nyey email that has been set up for your funded provision to other email accounts. Using this facility will ensure that the key members of staff do not miss important information regarding Early Years.

The nyey email address can be accessed using the link; [Microsoft account | Sign In or Create Your Account Today – Microsoft](#)

Please follow the steps on page two 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 email xxxxx@nyey.co.uk

You can use the forwarding facility to enable any email sent to the nyey email address to be forwarded to your nominated personal email addresses. As with any email account if you change your own email address the forwarding facility will have to set up again. Please use the guidance on page two but bear in mind that you will need the password to get into the nyey 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 and Early Years Funding Team should be added to your safe senders list,

eyft@northyorks.gov.uk

Sarah.blake@northyorks.gov.uk

Joanne.webster@northyorks.gov.uk

Rosie.mackay@northyorks.gov.uk

fis.Information@northyorks.gov.uk

Elaine.broadbent@northyorks.gov.uk

Amanda.bradley@northyorks.gov.uk

Kate.povall@northyorks.gov.uk

Helen.Smith@northyorks.gov.uk

John.banks@northyorks.gov.uk

Maddy.atkinson@northyorks.gov.uk

How to forward an email account in Office 365

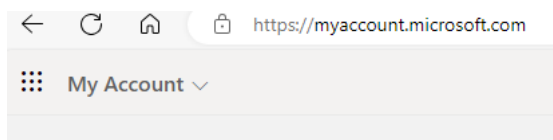
You must be connected to the internet and click on this link; [Microsoft account | Sign In or Create Your Account Today – Microsoft](#)

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

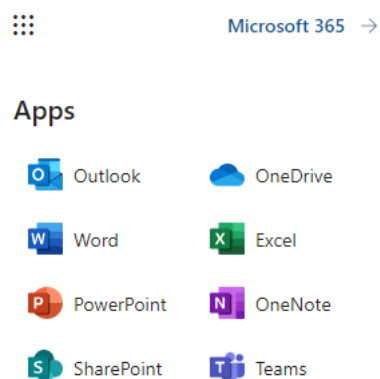
If you have any problems accessing this, please contact NYES Digital, their telephone number is 01609 536086.

How to forward an email account in Office 365

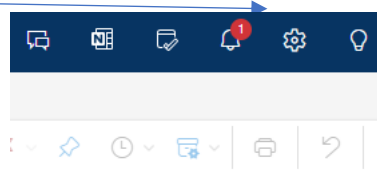
1. Log into your account using the link in the email and select the 9 dots at the top left of the screen.



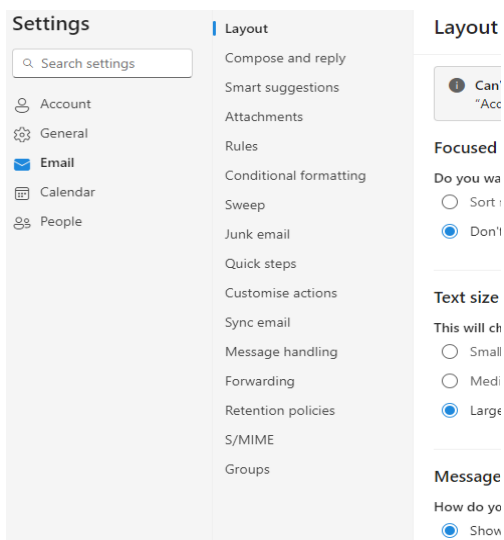
2. From the options select the 'Outlook' app, this will take you to your email account.



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



Select the 'forwarding' option from the list.



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

Settings

Search settings

Account

General

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Layout

Compose and reply

Smart suggestions

Attachments

Rules

Conditional formatting

Sweep

Junk email

Quick steps

Customise actions

Sync email

Message handling

Forwarding

Retention policies

S/MIME

Groups

Forwarding

You can forward your email to another account.

Enable forwarding

Forward my email to:

Enter an email address

Keep a copy of forwarded messages

