

## How to forward your nyey.co.uk email to your own 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 your own email account. Using this facility will ensure that you do not miss important information regarding Early Years.

The nyey email address can be accessed using the link <http://mail.office365.com>

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 below but bear in mind that you will need the password to get into the 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.

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](mailto:eyft@northyorks.gov.uk)

[fis.Information@northyorks.gov.uk](mailto:fis.Information@northyorks.gov.uk)

[Helen.Smith@northyorks.gov.uk](mailto:Helen.Smith@northyorks.gov.uk)

[Sarah.blake@northyorks.gov.uk](mailto:Sarah.blake@northyorks.gov.uk)

[Elaine.broadbent@northyorks.gov.uk](mailto:Elaine.broadbent@northyorks.gov.uk)

[John.banks@northyorks.gov.uk](mailto:John.banks@northyorks.gov.uk)

[Joanne.webster@northyorks.gov.uk](mailto:Joanne.webster@northyorks.gov.uk)

[Amanda.bradley@northyorks.gov.uk](mailto:Amanda.bradley@northyorks.gov.uk)

[Maddy.atkinson@northyorks.gov.uk](mailto:Maddy.atkinson@northyorks.gov.uk)

[Rosie.mackay@northyorks.gov.uk](mailto:Rosie.mackay@northyorks.gov.uk)

[Kate.povall@northyorks.gov.uk](mailto:Kate.povall@northyorks.gov.uk)

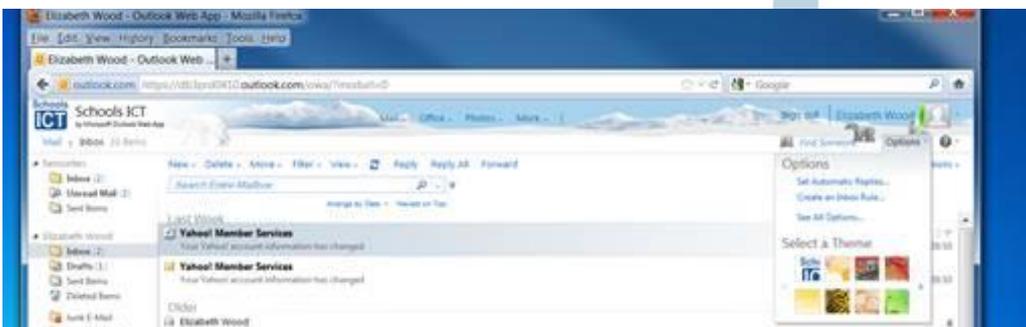
### How to forward an email account in Office 365

You must be connected to the internet and click on this link; <http://mail.office365.com>

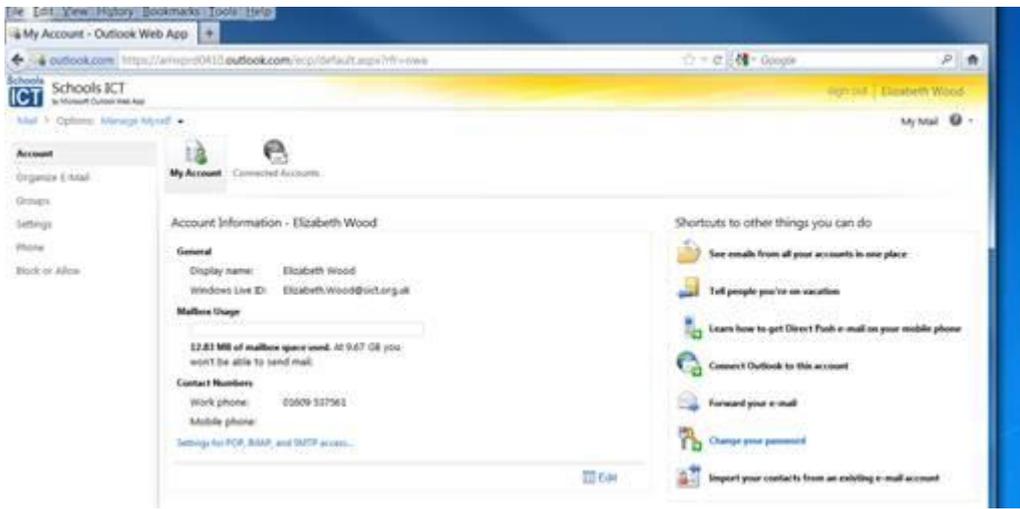
You will be taken to a screen where you should input the email address xxxxx@nyey.co.uk and password

Choose Options (top right of screen)

Select: See all options



Select Forward your-email



Under Forwarding

Forward my e-mail to... Enter email account in box

Ensure tick in box: Keep a copy of forwarded messages in Outlook Web App

Click Start forwarding

Click Save

If you have any problems accessing this, please contact NYES Digital as above.