

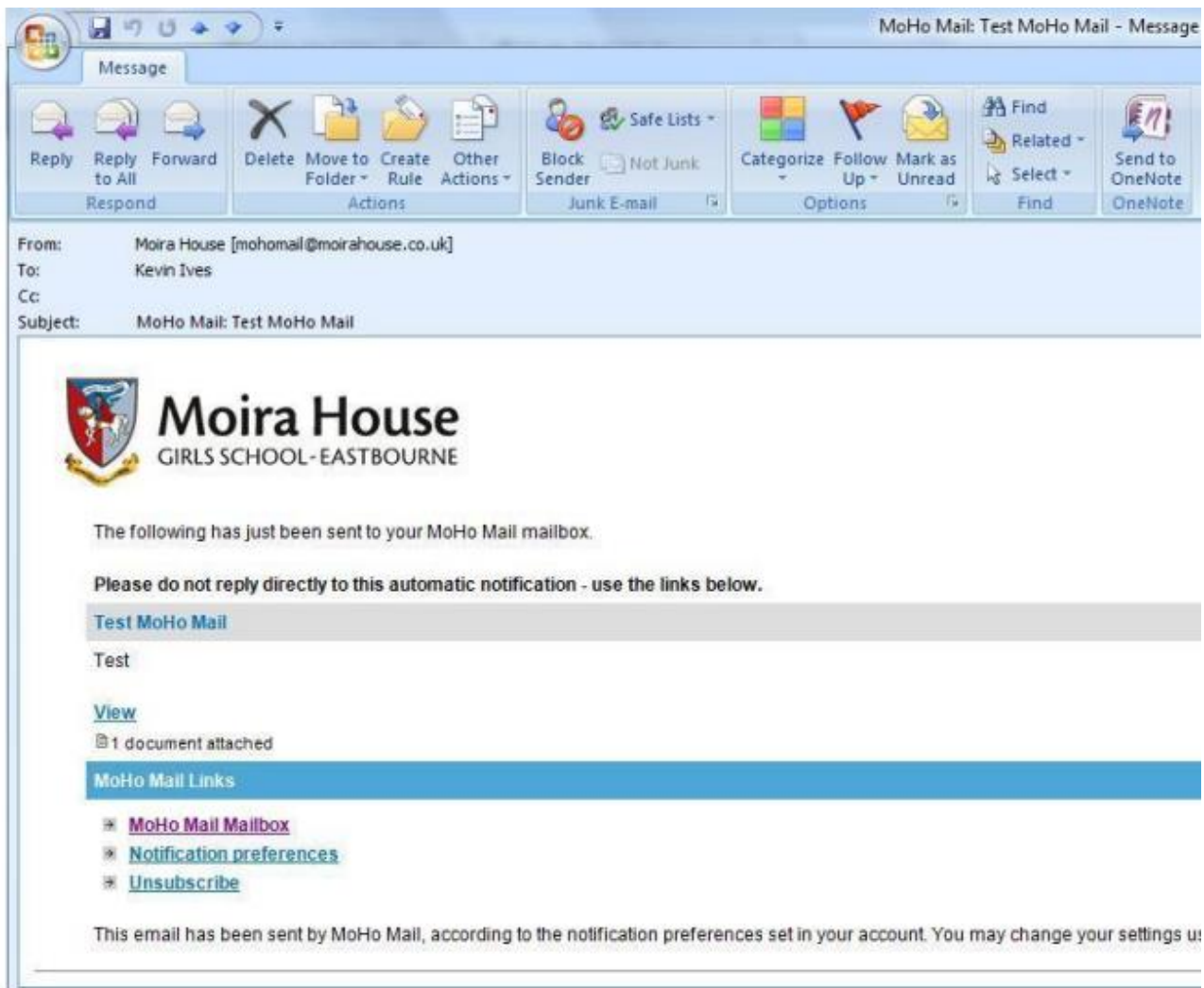


At Moira House we operate an electronic school-to-parent communication system. The system, named MoHo Mail, provides a powerful and secure email, text message and web based service designed to enable easier communication between staff, students and parents.

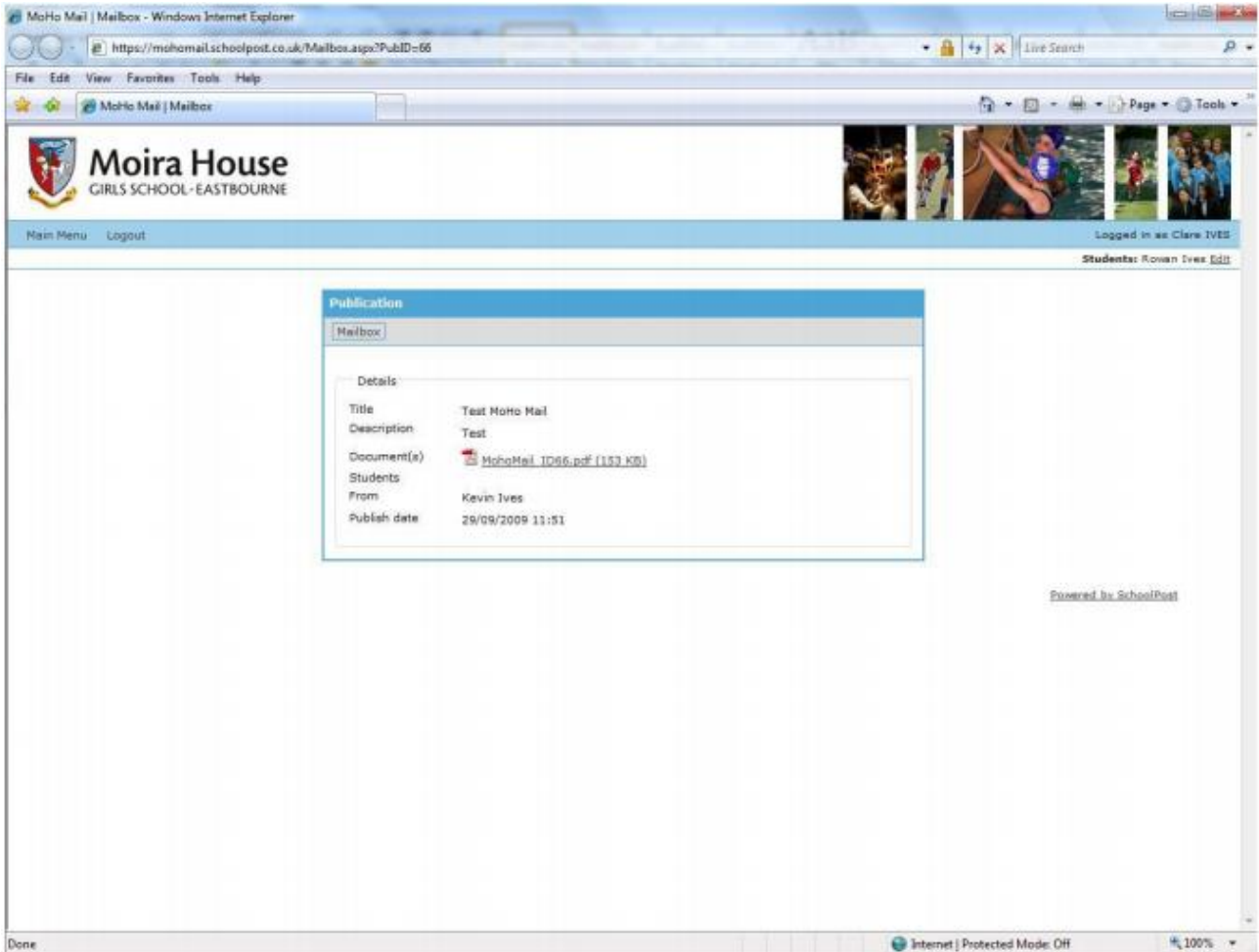
As parents and guardians you will receive targeted and relevant emails and text messages from the school, and will also be given access to an online document store containing all your school correspondence. The online store will allow you to always be able to view all your school communication, download documents and publications and where appropriate complete online reply forms. Parents with more than one student at the school may link student accounts together to see all their publications within one mailbox.

Emails

Emails will appear as below if your email settings allow html. Otherwise you will see the emails in plain text without the crest and colours. The from address is mohomail@moirahouse.co.uk.



To view an attached document click on the 'View' link. This will open your web browser and take you directly into your private online document store. Here you can view the email and open the attachment. See screen shot on next page.



Electronic reply slip

All reply slips for trips and events will now be sent electronically via email. If an email requires a response you will be presented with a form similar to the one below to complete. Once complete click 'Send'.

Publication

Mailbox

Details

Title	Ski Trip
Description	Ski Trip Reply Form
Students	
From	Kevin Ives
Publish date	29/09/2009 13:31

Reply

Ski Trip

Daughters first name

Daughters last name

Please indicate below whether your daughter is coming on the ski trip

Yes
 No

Online Document Store

When you receive an email and click on the view link, the system will auto logon into your private document store. Selecting the 'Main Menu' button at the top of screen gives the following menu options.



To view a history of correspondence from the school select 'My mailbox'. The following screen is displayed.

The screenshot shows the Moira House Girls School website. At the top left is the school logo and name. To the right are several small images. Below the header is a navigation bar with 'Main Menu' and 'Logout'. On the right side of the navigation bar, it says 'Logged in as' and 'Students: Rowan Ives'. The main content area is titled 'Mailbox' and features a calendar for 2009/10 with 14 publications in September. Below the calendar is a table of messages.

Title/Description	Document(s)	Publish date	From	Students	Respond
Ski Trip Ski Trip Reply Form		29/09/2009 13:31	Kevin Ives	Rowan Ives	Reply
Ski Trip Ski Trip Reply Form		29/09/2009 13:24	Kevin Ives	Rowan Ives	Reply
Test MoHo Mail Test	MohoMail_1... (153 KB)	29/09/2009 11:51	Kevin Ives	Rowan Ives	
test title lakdja test description klfajkd	MohoMail_1... (153 KB)	29/09/2009 09:40	Kevin Ives	Rowan Ives	
test.html test.html description	MohoMail_1... (153 KB)	28/09/2009 17:06	Kevin Ives	Rowan Ives	Reply
test 24 13:35 another test	MohoMail_1... (153 KB)	24/09/2009 13:54	Kevin Ives	Rowan Ives	
French Trip Are you coming to france?		24/09/2009 11:47	Kevin Ives	Rowan Ives	Reply
parents information evening please find attached information.	Parents' I... (86 KB)	24/09/2009 11:39	Kevin Ives	Rowan Ives	Reply
this is a test test description	TEST ATTAC... (10 KB)	24/09/2009 11:14	Kevin Ives	Rowan Ives	Reply
Test response Please indicate on the response form whether your daughter is coming to france		24/09/2009 10:15	Kevin Ives	Rowan Ives	Reply
Another Test Another Test Description	MohoMail_1... (153 KB)	24/09/2009 09:21	Kevin Ives	Rowan Ives	Reply
SMS Text Message Moho Mail: text message from Kevin Ives		21/09/2009 16:39	Kevin Ives	Rowan Ives	

To access the document store from another computer without using the email link go to www.mohomail.co.uk and login using your email address and password. If you wish to change your email address or password this can be done from the 'My settings' menu option. Text Messages The system also allows us to text you. This method of communication will only be used if we need to contact you directly and quickly. We may choose to text you for example if the hockey team minibus is late back from a fixture or if the school is closed due to severe weather. If you have any problems using the system please use the 'Help request' option on the menu or contact Jane Mole on 01323 644144.