

## Setting up a parent IServ account

### The Registration

- To register with IServ, visit the homepage of the Lieth School (www.lieth-schule.de) and click on the IServ icon (Figure 1).



- You will enter the login area of IServ (Figure 2).

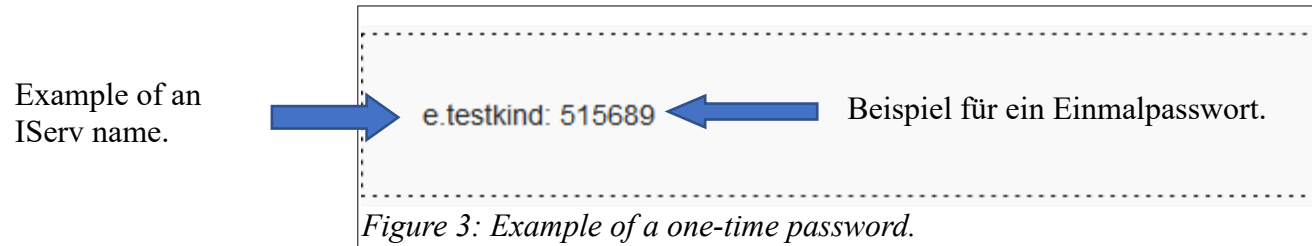


IServ-Anmeldung

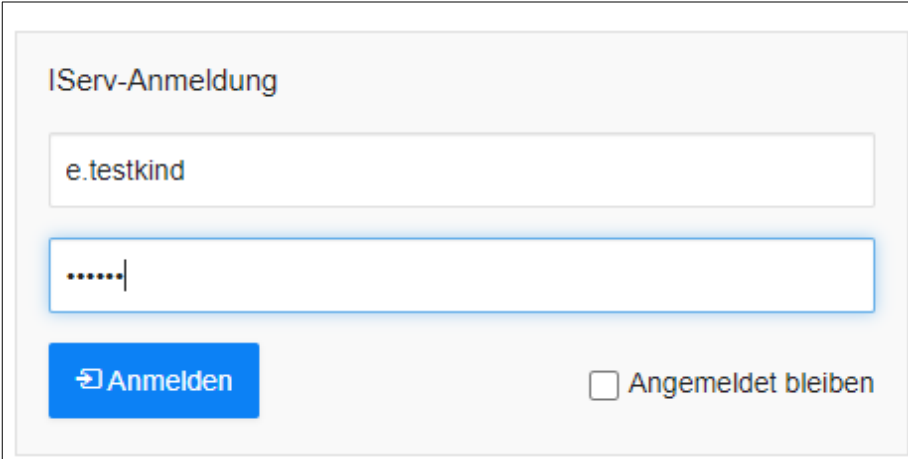
Angemeldet bleiben

*Figure 2: Login page of IServ*

- Here you have to enter your IServ name and the one-time password. You have received a note from your child (Figure 3). Your IServ name always consists of a small e as first name and the full name of your child as last name.



- Enter your IServ name exactly as it appears on the note. In the second input field, enter the password. Then click on sign in.



IServ-Anmeldung

e.testkind

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Angemeldet bleiben

*Figure 4: Entering your name and one-time password*

- Now you will be prompted to change your password. Enter a new password in both fields. Only when both fields appear green is your password secure enough for IServ to accept it. If both fields are green, click OK. Now your new password is saved. The one-time password is no longer valid! In addition, you are now successfully registered with IServ.

Passwort setzen

Aus Sicherheitsgründen müssen Sie Ihr Passwort ändern, bevor Sie fortfahren können.

**i** Das Passwort darf Groß- und Kleinbuchstaben sowie Ziffern und Zeichen enthalten. Umlaute sind nicht erlaubt. Aus Sicherheitsgründen sollten Sie Ihr Passwort niemals weitergeben und regelmäßig ändern.

Tipp: Je komplexer Ihr Passwort ist, desto kürzer darf es sein.

**Neues Passwort**

**Passwort wiederholen**

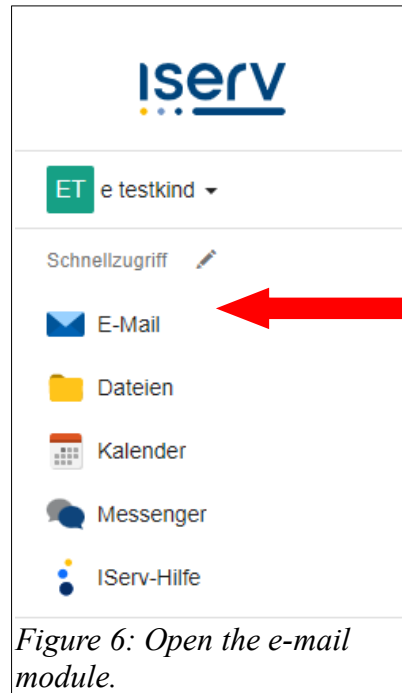
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Angemeldet als e testkind. [Abmelden](#)

Figure 5: Enter a new password.

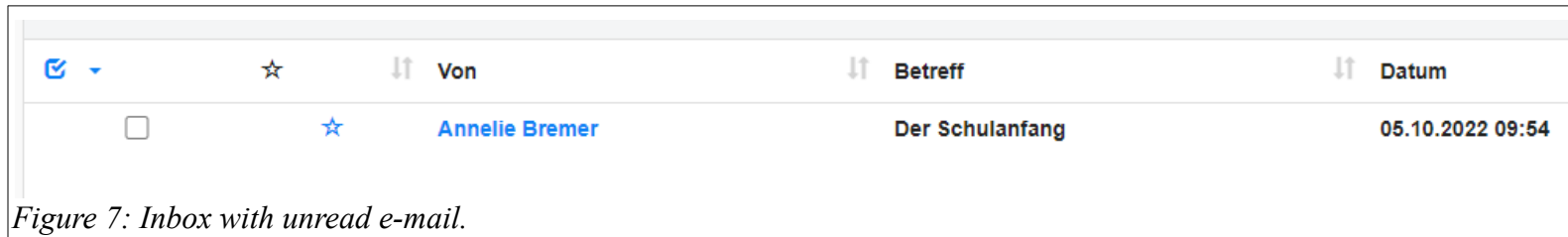
## 2. The e-mail module

- Once you have logged in to IServ, click E-Mail in the module bar on the left side.

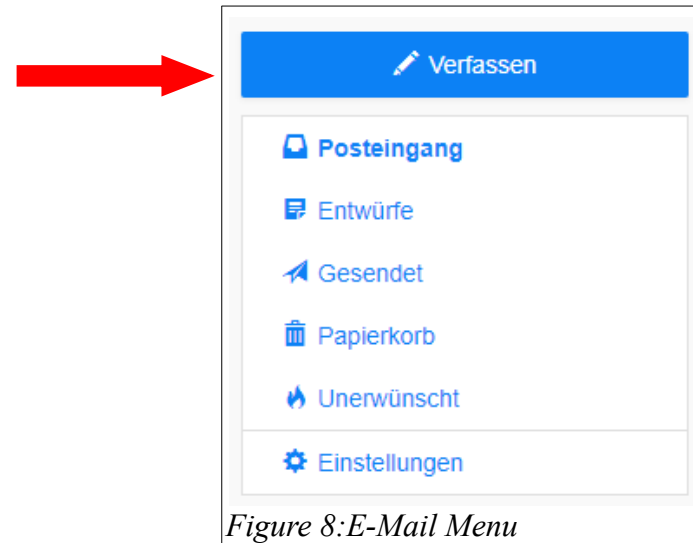


*Figure 6: Open the e-mail module.*

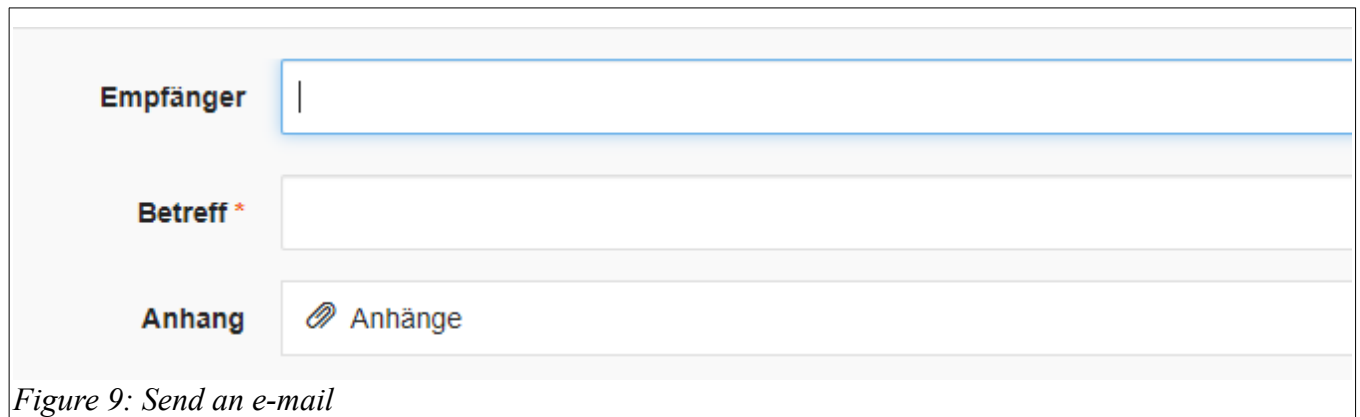
- You will now see your inbox with all e-mails sent to you (Figure 7) and the e-mail menu (Figure 8).



- To write an email, click Write (Figure 8).



- If you click on Compose, this image will appear (Figure 9). In the Recipient field, you can enter the e-mail address of the person to whom you want to send an e-mail. The address is usually completed



automatically. For example, if you type in the name Rose, Tim Rose is automatically suggested as an address. Click on the suggestion to select Tim Rose as the recipient (Figure 10).

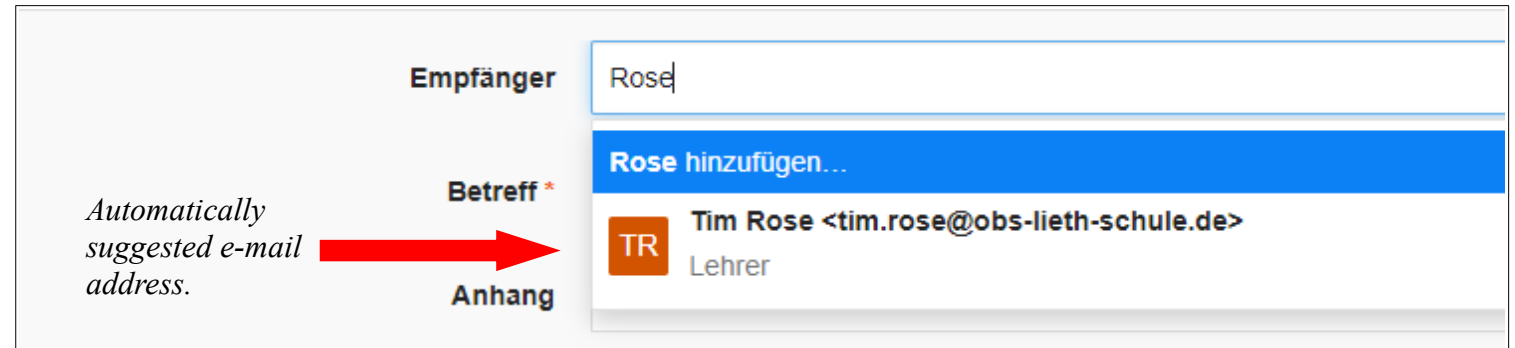


Figure 10: Automatic completion of an e-mail address.

- It is possible to send an email to several people or groups. To do so, click again in the Recipient field and enter another group and/or name.



Figure 11: Email to several people.

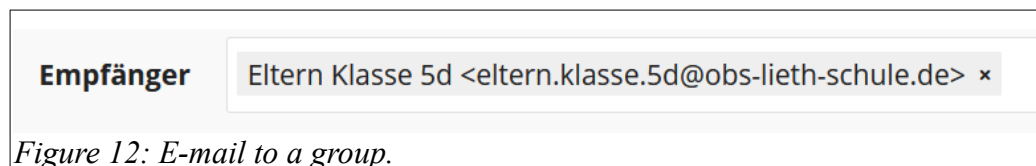
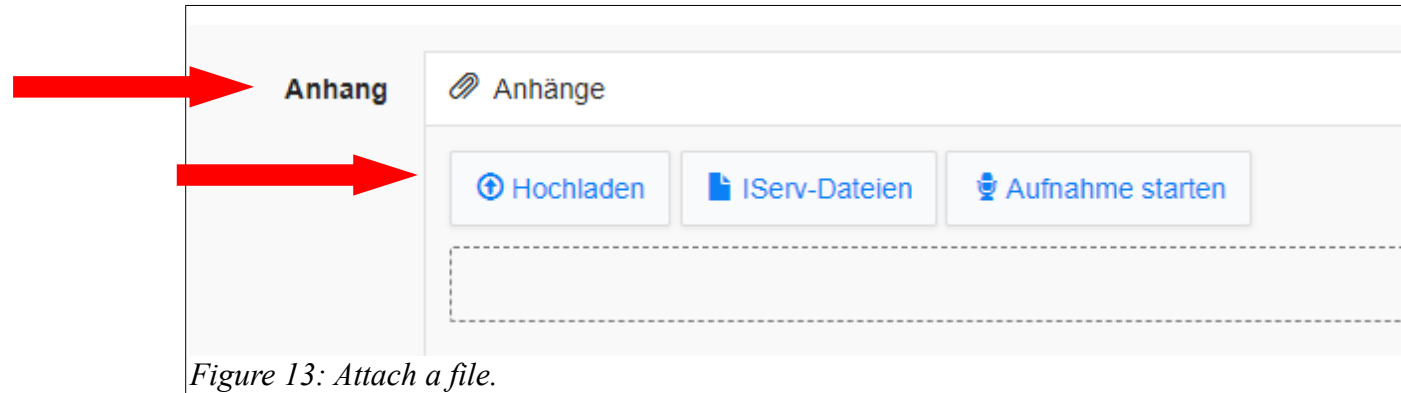


Figure 12: E-mail to a group.

- If you want to attach a file to the email, click the Attach button. Click Attachment and then click Add to upload a file.



### Setting up a redirect to another email address

- In the e-mail menu, click Settings. Now scroll down the page and get to this setting (Figure 14). Here you can redirect incoming e-mails to the following address in the box next to »**Eingehende E-Mails zu folgender Adresse umleiten.**«. Check the box and enter an e-mail address below, to which all e-mails sent to your IServ address will be redirected (please note the two notes!). In addition, you can check »**Eine Kopie auf dem Server behalten.**«. This means that every e-mail appears on IServ and also in your private mailbox. If you activate this feature, we ask you to regularly delete unneeded e-mails in IServ. Finish with Save at the end.

