




Please see the guidance below for instructions on how to access Edulink:



## Remote Learning Guidance

# Accessing Edulink

You can use Edulink through a browser like Google Chrome or through an app if you have a smartphone. We recommend you use the app as then important alerts are received as pop-ups.



### Step One: Open Edulink

#### Using a web browser

You can easily find the website by searching for 'Edulink' on Google or you can go directly to the website at <https://www.edulinkone.com/>

#### Using the Edulink app

Go to the app store for your smartphone (the 'App Store' on Apple devices and 'Google Play' on Android devices). In your app store search for 'Edulink'. It is made by 'OvernetData' and you should be able to see the graphic icon shown at the top of this page.

### Step Two: Log in

#### Parents / carers

Please enter the school ID 'marlborough' (all lowercase).

Your username and password should have been sent to the email address we have on record. If you have not received this please email the school and we will resend it.

#### Students

Please enter the school ID 'marlborough' (all lowercase).

Your username and password are the same as the username and password you use to log on to the computers at school. If you are having a problem logging in, tell your ICT teacher.

## Communicating by Edulink

The easiest way to send your teacher a message is through Edulink. Log in and open the messaging tool:  
All of your teachers should have sent you an Edulink message. Scroll down to find a message from the correct teacher and then press 'reply'.



## Communicating by email

If you want to send a quick message to one of your teachers you should use Edulink. If you want to send a message to someone who doesn't teach you or you need to send a file, you can use your school email account.

1. Go to the school website and select Email Access from the 'Useful Links':



2. Log in with your school email address and your network password. Your school email address is:  
\_\_your username\_\_@student.marlbrough.herts.sch.uk

3. To send an email, click 'New message'



4. In the 'To' box, start typing the name of the teacher you want to email. Their name should appear for you to select.

Add a subject for your message and type the message in the big box below.

If you want to send a file use the Attach button.

Press the Send button when you are done.

