USER GUIDE PUPIL MESSENGER

PUPIL
einfach.schule

USER GUIDE FOR PUPIL MESSENGER

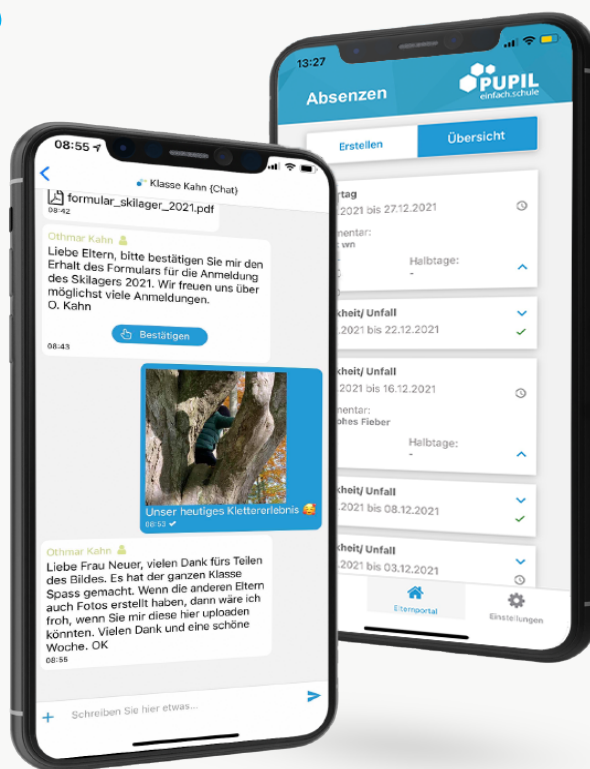This document will help you get started using the PUPIL messenger app.

Login details for using PUPIL Messenger at Schule Wil:

CODE:	**WIL**
Username:	**Your email address***
Password:	**Your password****

* Please use the email address provided to you by the school. PUPIL Messenger will not work with a different email address. If you have a new email address, you must notify the school administration of the change.

** The first time you log in, you must select a password by having a new password sent to you by email.

USER GUIDE
PUPIL MESSENGER

Step 1: Download the app

Download PUPIL Messenger from the iOS App Store or Google Play Store. In the respective app store, search for '**PUPIL**' or scan the QR code on this page.

Step 2: Reset the password

You must only reset the password if you sign in for the first time or cannot locate the password originally sent to you.

In the 'CODE' field, enter '**WIL**' and enter **your email address** in the 'Benutzername' (Username) field. Then click 'Login' to show the forgotten password function.

> Now click '**Passwort vergessen**' (Forgot password).

> Re-enter your email address and click '**Passwort zurücksetzen**' (Reset password)

> An email will be sent to the email address you just entered. This email will contain an eight-digit temporary password.

Step 3: Log in

Go back to the Messenger and click on '**Zurück zum Login**' (Return to login). In the '**Passwort**' (Password) field, enter the password you received and click '**Login**' to log in.

Step 4: Change password

To change your password, click on '**Einstellungen**' (Settings) and then '**Passwort ändern**' (Change password). Enter the **password you received**, confirm the password change by entering a new password twice and clicking '**Passwort ändern**' (Change password).
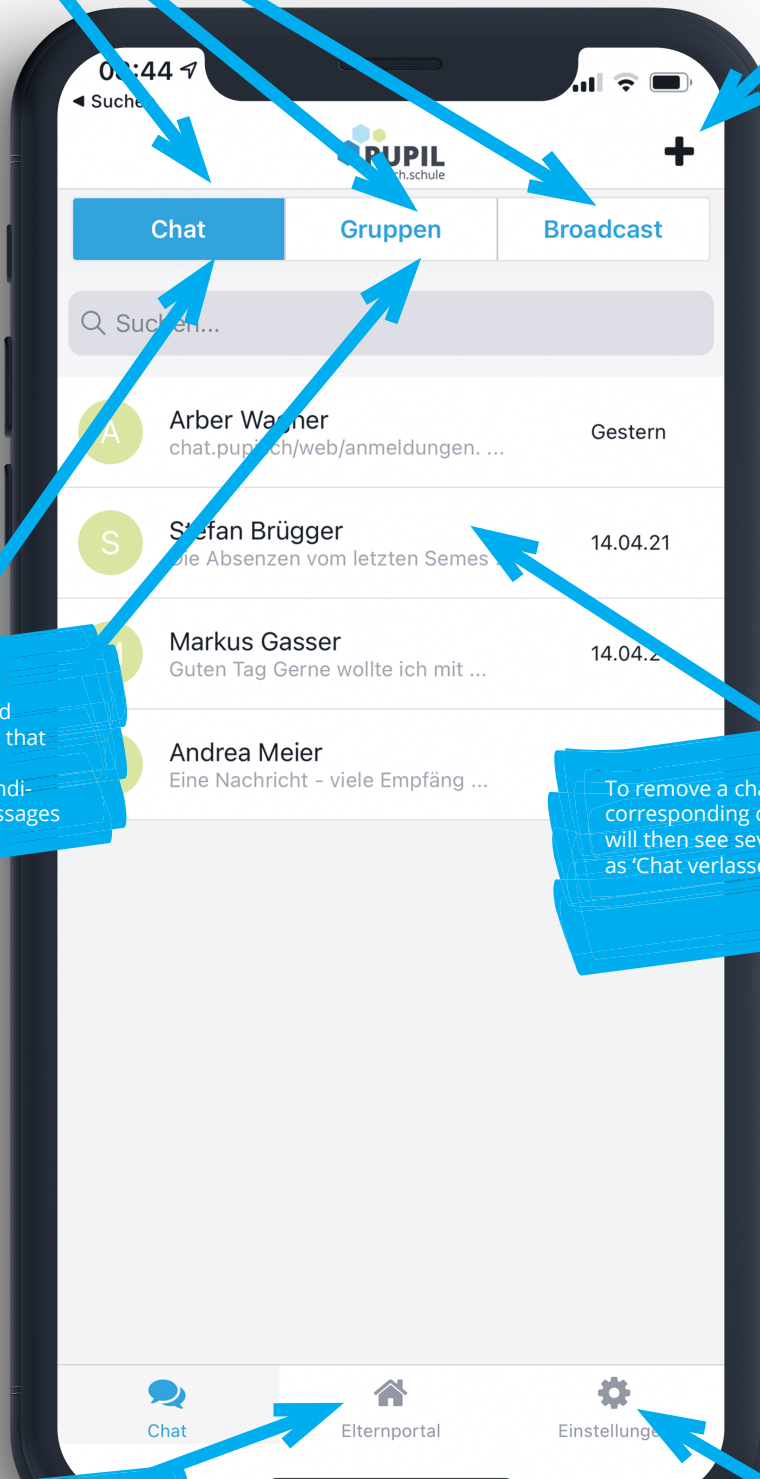
FOR IPHONES

Laden im
App Store

FOR ANDROID

JETZT BEI
Google Play

Here you can select individual chats, group chats or broadcasts.

Create a new chat here.

The red dot next to 'Chat' and 'Gruppen' (Groups) indicates that you have unread messages. The number inside the dot indicates how many unread messages there are.

To remove a chat, long-press the corresponding conversation. You will then see several options, such as 'Chat verlassen' (Leave chat).

Here you can access the parent portal and the various functions that are enabled for you.

Under 'Einstellungen' (Settings) you can change your password and log out.

08:44

◀ Suche

PUPIL
ch.schule

Chat   Gruppen   Broadcast

Q Suchen...

A   Arber Wagner   Gestern
     chat.pupi.ch/web/anmeldungen. ...

S   Stefan Brügger   14.04.21
     Die Absenzen vom letzten Semes ...

M   Markus Gasser   14.04.2
     Guten Tag Gerne wollte ich mit ...

     Andrea Meier
     Eine Nachricht - viele Empfäng ...

💬   🏠   ⚙️
Chat   Elternportal   Einstellungen

08:44

◀ Suchen

PUPIL
einfach.schule

Elternportal

Info

Absenzen

Kurse
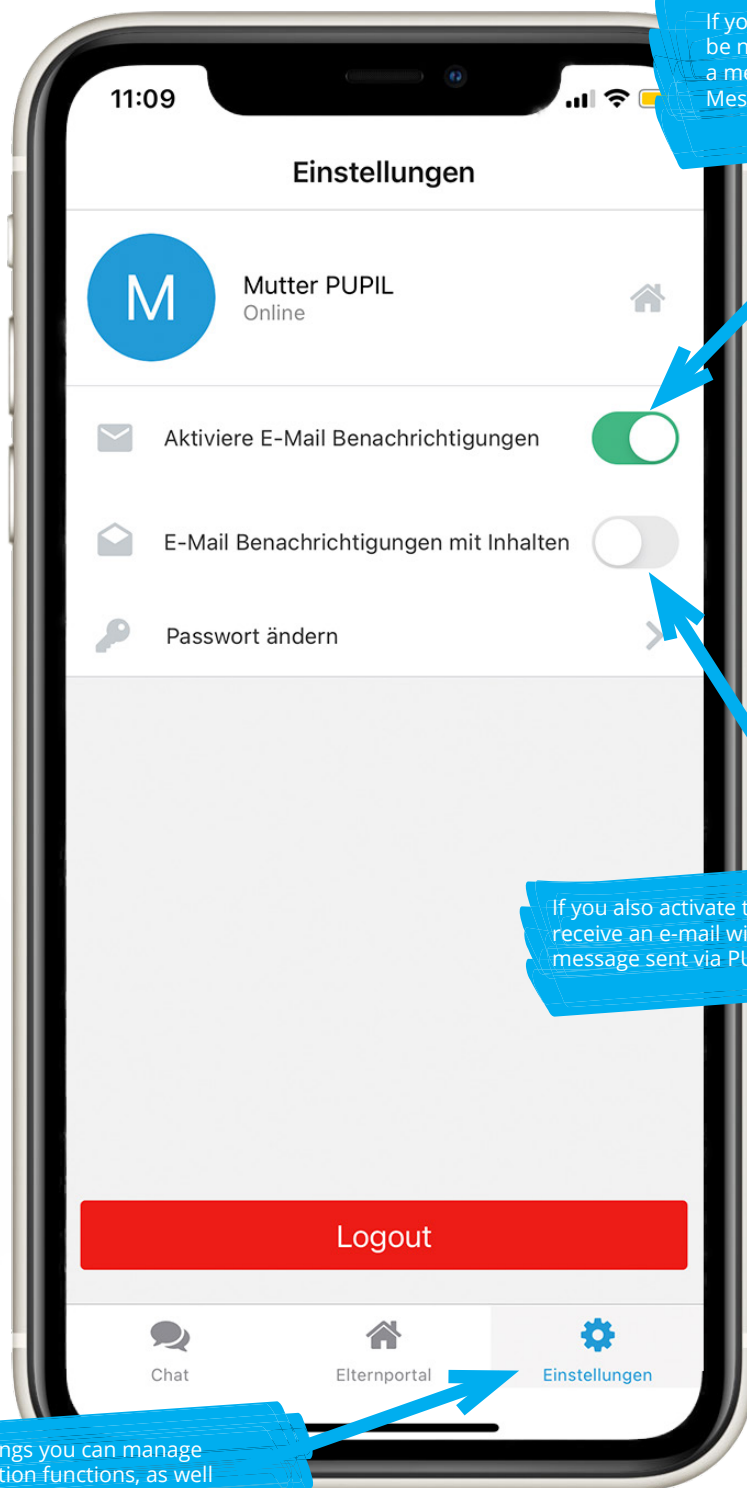
Stundenplan

Chat

Elternportal

Einstellungen

Here you can get information
about the school

Here you can report absences of
your child to the school.

Please note:

Not all schools use all features of PUPIL Messenger. The school will inform
you in time about new features in Messenger.

If you enable this feature, you will be notified via email as soon as a message is received in PUPIL Messenger.

If you also activate this function, you will receive an e-mail with the content of the message sent via PUPIL Messenger.

Under Settings you can manage the notification functions, as well as change your password.

11:09

Einstellungen

M
Mutter PUPIL
Online

✉ Aktiviere E-Mail Benachrichtigungen

✉ E-Mail Benachrichtigungen mit Inhalten

🔑 Passwort ändern

Logout

💬 Chat   🏠 Elternportal   ⚙ Einstellungen