Email Verification

Verifying your email address protects you from emails being falsely sent via Harmony Web. This security feature ensures that the sender and reply email address provided when you send emails belong to your service. You will need access to the email account in order to retrieve the verification code and complete the process.

The email address in *'Site Settings'* is your Primary Email Address. All emails sent through Harmony Web will use the Primary email as the sender address. You will be required to enter a verification code in the event you wish to change this address.

You may also set additional email addresses. This will allow you to email Educators and Families from an alternative email address to your primary email address. All additional email addresses will need to be verified.

Updating your Primary Email Address

Your service's Primary Email Address is located in *'Settings'* and *'Site Settings'*.

To update this, enter a new email address and click *'Get Verification Code'*.
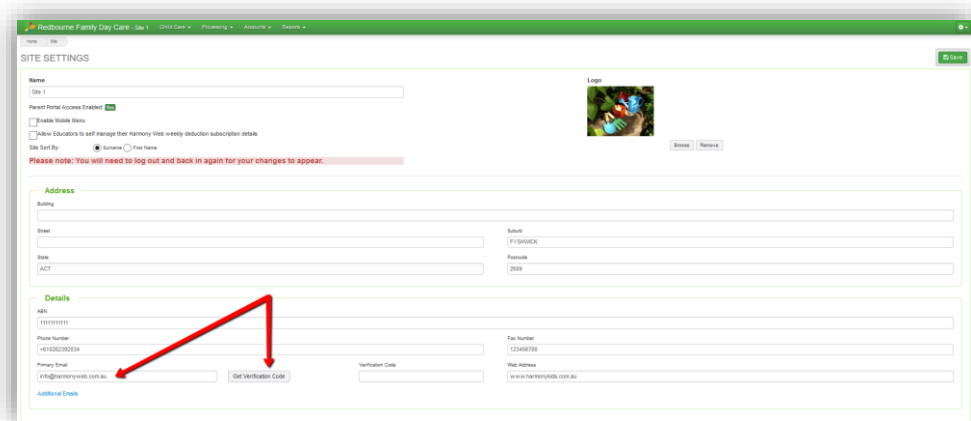
You will need access to the inbox of this email address. You will receive an email containing a unique verification code.
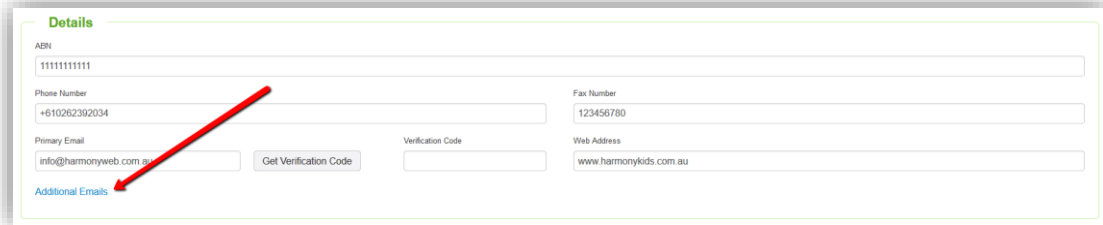
Copy the code into the *'Verification Code'* box:

Click the *'Save'* button to save your change.

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Adding Additional Emails

To add email addresses other than the Primary Address, you will need to click the *'Additional Emails'* button on the *'Site Settings'* page beneath the Primary Address:
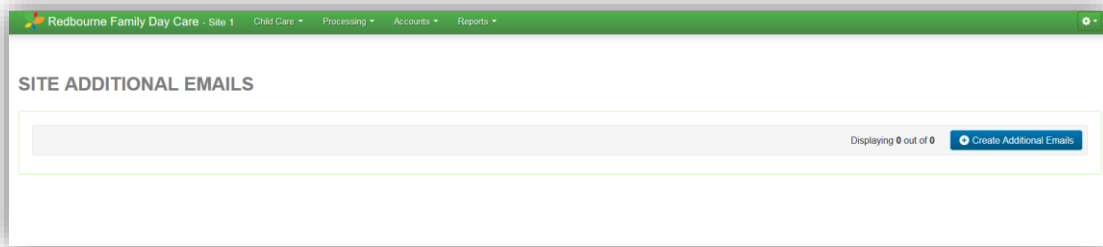

A new window will open:

Click the *'Create Additional Emails'* button.

Enter the email address and click 'Get Verification Code':
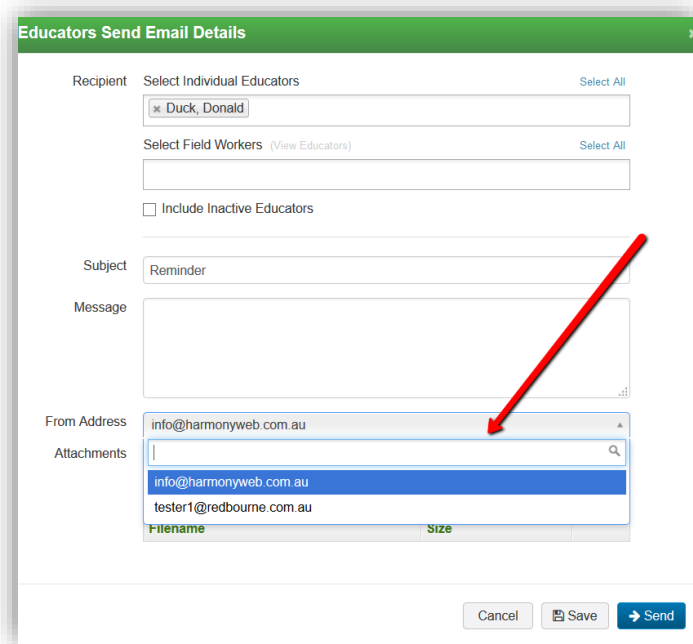
Enter your verification code and click the *'Save'* button.

The email address will now be added to the table on the *'Site Additional Emails'* page.

This will mean that you will be able to select this email address as the sender/reply address when sending bulk emails and emailing reports:

Your Primary Email Address will always be the default email address.