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Email generation in Skolon

Skolon Support - 2025-08-18 - Integrations

The Skolon Data Hub supports email generation for organizations and schools where the email address is not found or generated in the source system (usually the MIS).

Generating email addresses for users is configured by an organization administrator in the Data Hub, and supports the use of different domains for staff and students on organization and school-level.

The screenshot displays the 'E-mail' configuration page within the Skolon Data Hub for 'Greenwood Academies Trust'. The interface includes a sidebar with navigation options like 'Overview', 'Syncs', 'Sync types', 'OneRoster', 'API Sync', 'Freja eID', 'Entra', 'National exams', and 'Applications'. The main content area has tabs for 'Overview', 'Attributes(20)', 'Settings', 'E-mail' (selected), 'Schedule', 'Safety', 'Filter', 'Schools(37)', and 'History'. The 'E-mail' tab contains settings for 'Enabled' (checked), 'Policy' (set to 'Always'), and 'Domain' (set to 'School'). Below these is the 'E-mail format' section, which includes a checkbox for 'Generate e-mail addresses for students' (checked) and fields for 'Name' (First name[3]), 'Separator' (Select separator), and 'Name' (Last name[3]). A 'Save' button is located at the bottom right of the format section.

When generating email addresses, you can decide on the logic for both staff and students as shown below:

Syncs and data flows

Overview

Syncs

Sync types

OneRoster

API Sync

Freja eID

Entra

National exams

Applications

Applications

E-mail format

☒ Generate e-mail addresses for students

Name

First name[3]

First name

Last name

All letters

First letter

First 2 letters

First 3 letters

First 4 letters

Separator

Select separator

Name

Last name[3]

Addresses for teachers

Name

Last name

Click on a table row to provide unique domain per school.

Search

School	Student domain	Teacher domain
Beacon Primary Academy	students.beaconprimacy.co.uk	beaconprimar

Save

If you choose to configure domain on a school level, the Data Hub lists all your schools as shown below.

Syncs and data flows

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Applications

Applications

Schools

Click on a table row to provide unique domain per school.

Search

School	Student domain	Teacher domain
Beacon Primary Academy	students.beaconprimacy.co.uk	beaconprimacy.co.uk
Bishop Creighton Academy	students.bishopcreighton.co.cuk	bishopcreighton.co.cuk
City of Peterborough Academy	-	-
Corby Primary Academy	-	-
Danesholme Infant Academy	-	-
Danesholme Junior Academy	-	-
Dogsthorpe Academy	-	-
Green Oaks Primary Academy	-	-
Hazel Leys Academy	-	-

Save