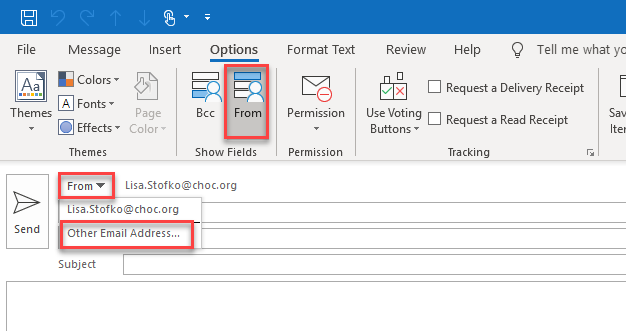
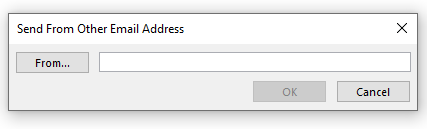
**Adding a Group Email to Your Inbox**

1. Add the **From** option to your email
   1. Open a **New Email**
   2. Select **Options** on the tool bar
   3. Select the **From** icon
   4. The **From** field will be added above **To…**



1. Select the **From** icon to access a drop-down menu showing your name and the option of Other Email Address…
   1. Select **Other Email Address…**
   2. Enter the group email address (CHOCTelehealth@choc.org) in the window and select **OK**



Type: **CHOCTelehealth@choc.org**

1. Toggle between your email address or the group email address to send an email.
   1. Select the group email address to send telehealth information to the patient

