**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

