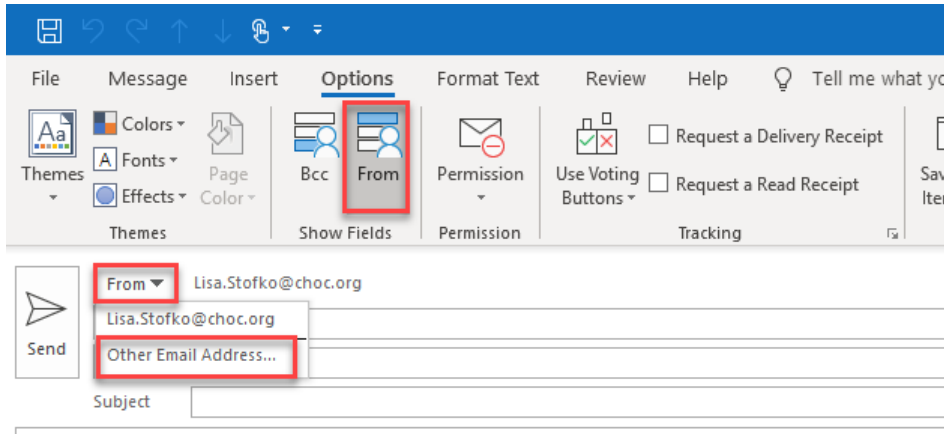
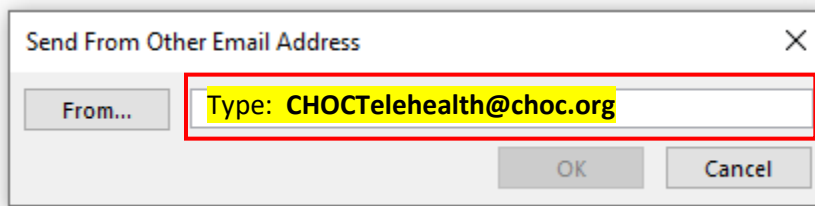


## Adding a Group Email to Your Inbox

1. Add the **From** option to your email
  - a. Open a **New Email**
  - b. Select **Options** on the tool bar
  - c. Select the **From** icon
  - d. The **From** field will be added above **To...**



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



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

