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