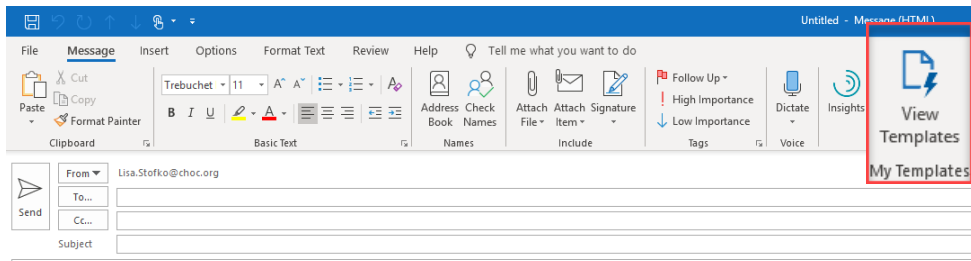


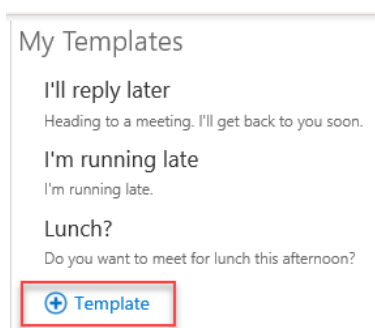
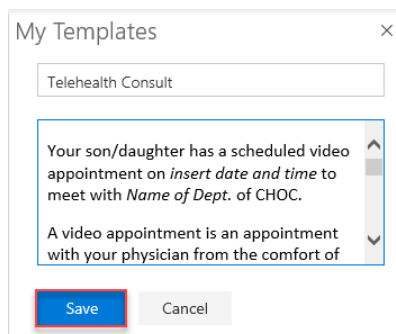
Creating an Outlook Template

(Creating templates is ideal for 1 or 2 physicians using telehealth; Outlook cannot support multiple email templates)

1. Open the Word document containing the template and keep in the background
2. Open Outlook and create a **New Email**
3. Select the icon **View Templates, My Templates**



4. My Templates will open with template samples, select **Template**
5. Title the template: **Phys Name Telehealth**, for example Smith Telehealth
6. Go to the Word document you have open in the background and copy the entire document
7. Copy and paste template into the empty box
8. Click **Save**



Creating an email using the Outlook Template

1. Open Outlook and create a **New Email**
2. Switch the **From** to the **Group Email (CHOCTelehealth@choc.org)**
3. Enter the patient's email address
4. Enter a subject line related to the upcoming appointment
5. Select the icon **View Templates, My Templates**
6. Hover mouse over the telehealth email template and click
7. The template will populate into the new email
8. Enter the **physician's name, child's name, and date and time** of appointment
9. Send

