**Adding the ULPS Telehealth Email Account to your Email Account**

**Open the Outlook application on your desktop. This will not work on the OWA (Outlook Web Access through Molli)**

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**Click on File**

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**Click on Account Settings > Account Setttings…**



**Click on “Change”**

**Click on “More Settings”**



**Click on Advanced, then click on “Add…”**



**When the ADD dialog box pops up, type in:** **ulpstelehealth@lebonheur.org****. Then click ok, apply, save, or finish whatever it asks you to do :)**



**Then, close the application and reopen it**



**Click on New Email**

**Type “Telehealth Consent in the subject line:**

**Then click on the Signatures icon**

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**Then click on Signatures here**

**Select “New”**

**In the name box type “Telehealth Consent”**

**Then click “OK”**

**Copy and paste the language from the education for sending out the consent link into this text box.**

**Then click “OK”**

**Now you will able to choose this signature to auto-populate the Telehealth Consent email into your emails instead of pasting it in each time.**



**Enter the recipient’s email address and click “Send”**

