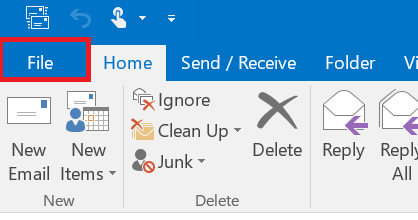
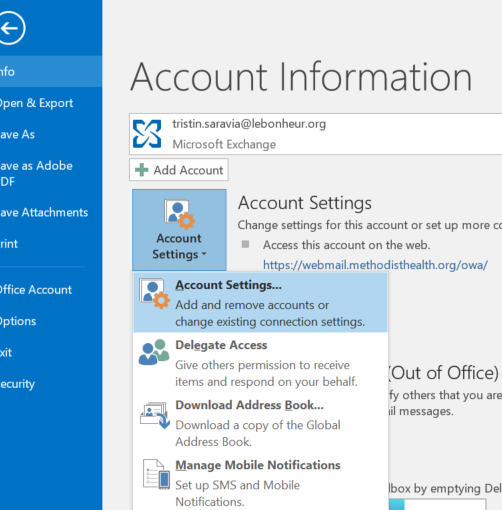
**Adding the ULPS Telehealth Email Account to your Email Account**

**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**

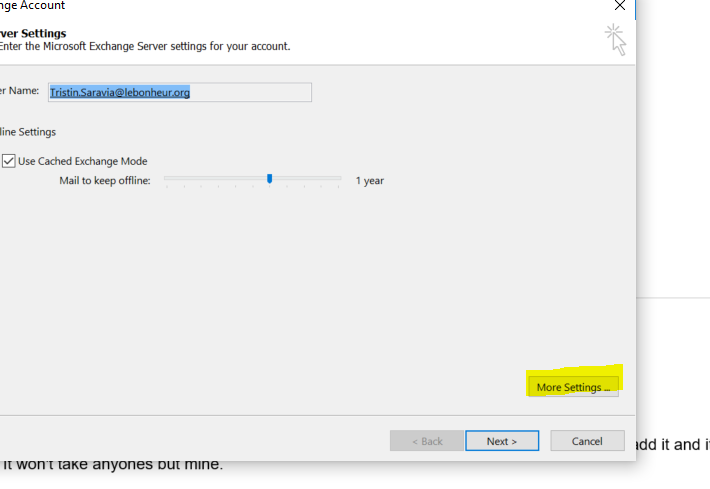
****

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

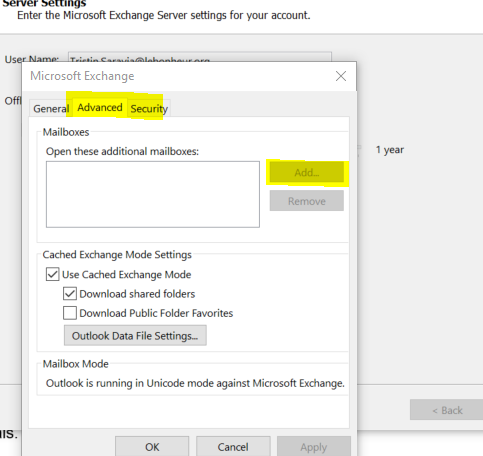


**Click on “Change”**

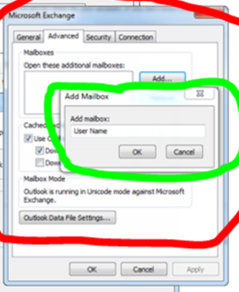
**Click on “More Settings”**



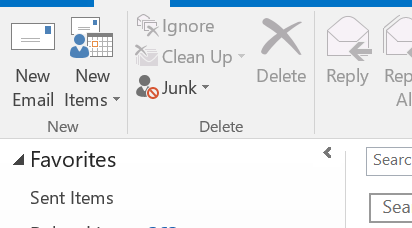
**Click on Advanced, then click on “Add…”**



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

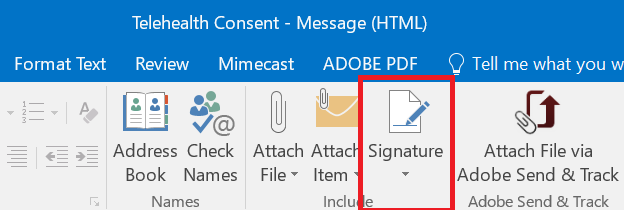


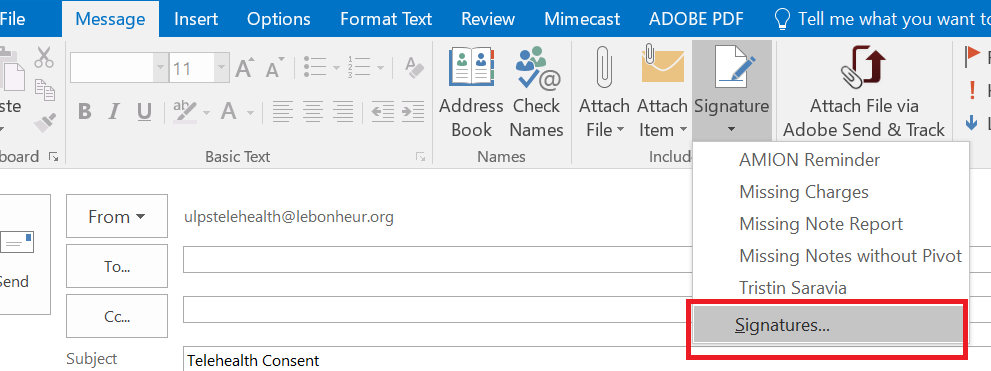
**Then, close the application and reopen it**



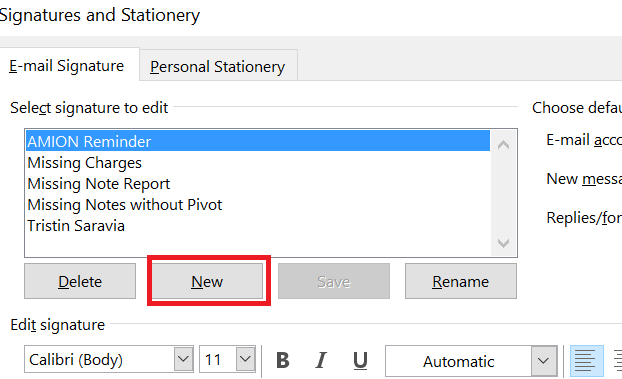
**Click on New Email**

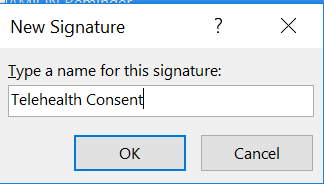
**Type “Telehealth Consent in the subject line:**

**Then click on the Signatures icon**

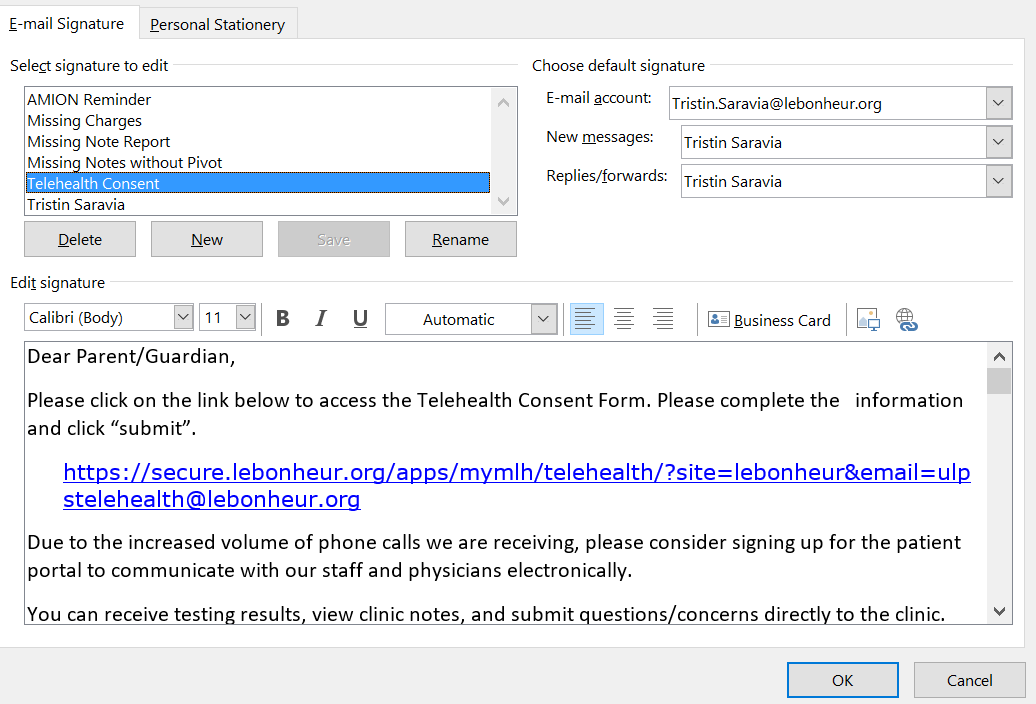
****

**Then click on Signatures here**

**Select “New”**

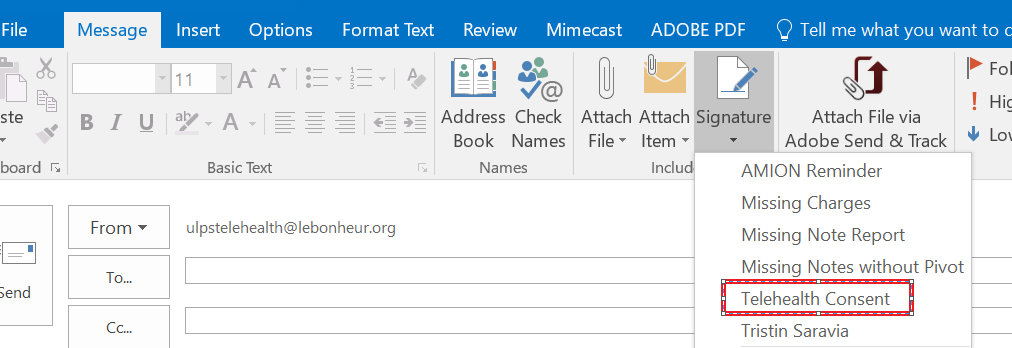
**In the name box type “Telehealth Consent”**

**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”**

