

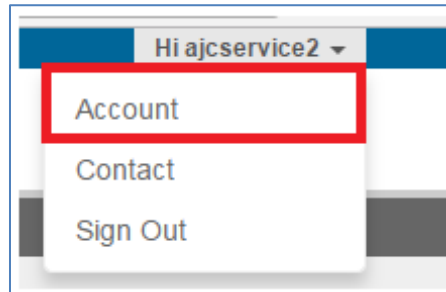


Direct Messaging

Account Settings and Preferences

Account Settings

Review and edit all **account settings and preferences** (Personal Info, Change Password and email alerts) by clicking your **Username** in the top right-hand corner, then click **Account**.



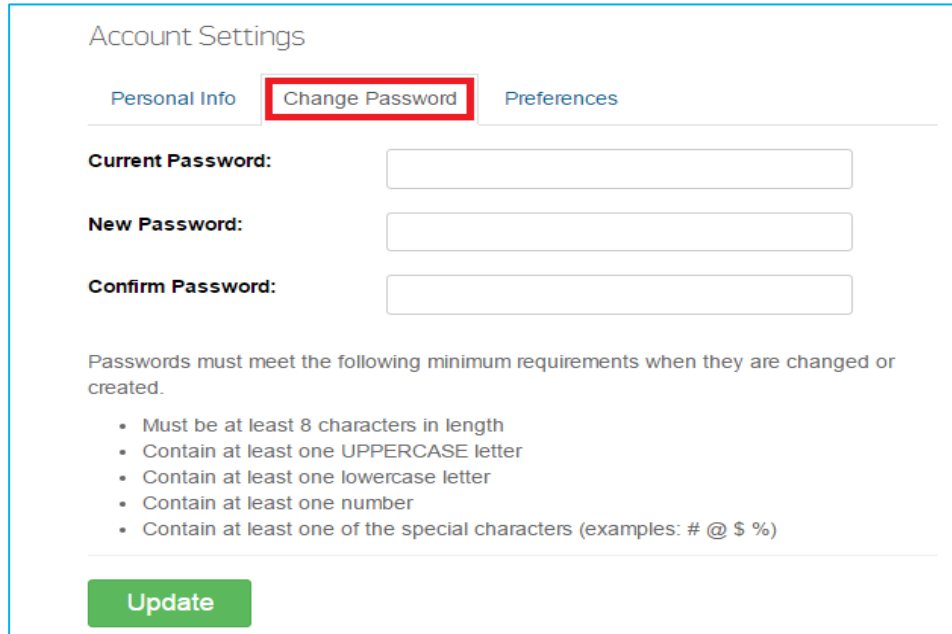
Personal Info

Click **Personal Info** to edit personal information. Click **Update** after making any changes.

Account Settings	
Personal Info	Change Password Preferences
First Name:	Jason
Last Name:	Dover

Change Password – User Self Service

Manually change your password by clicking **Change Password**. Enter your **current** password and then the **new** password. Then click **Update**. The new password must meet the password requirements.



Account Settings

Personal Info **Change Password** Preferences

Current Password:

New Password:

Confirm Password:

Passwords must meet the following minimum requirements when they are changed or created.

- Must be at least 8 characters in length
- Contain at least one UPPERCASE letter
- Contain at least one lowercase letter
- Contain at least one number
- Contain at least one of the special characters (examples: # @ \$ %)

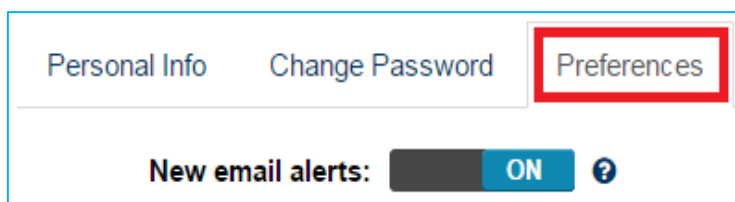
Update

Preferences - Email Alerts

Select **Preferences** to adjust Email alerts.

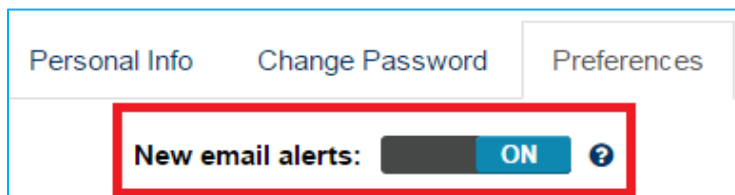
Turn **alerts ON** if you wish to receive an email alert to your contact email address whenever a new message is received in your Direct mailbox.

Turn **alerts OFF** if you do NOT wish to receive an email alert whenever a new message is received in your Direct mailbox.



Personal Info Change Password **Preferences**

New email alerts: ON ?

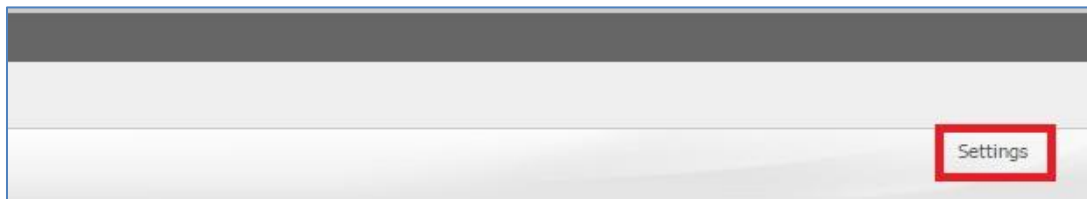


Personal Info Change Password Preferences

New email alerts: ON ?

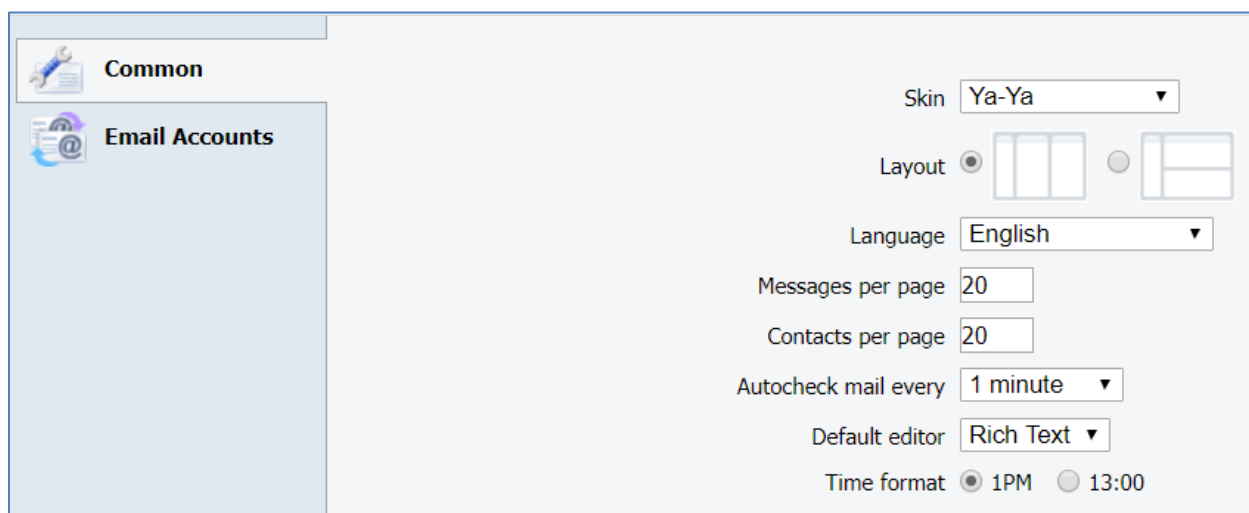
Web Mail Settings

Access all of **web mail settings and options** by clicking **Settings** on the right side of the **Web Mail** screen.



Common Settings

Adjust several basic settings from the **Common** tab of the **Settings** page. Remember to click **Save** after adjusting any settings.



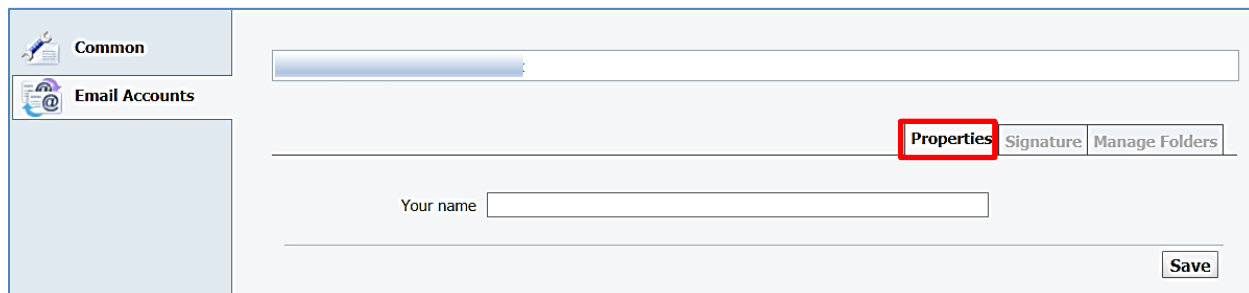
- **Skin** – alter the appearance of your Web Portal page by selecting one of the five provided templates
- **Layout** – select the bubble to the left of your preferred Inbox layout
- **Language**
- **Messages per page**
- **Contacts per page**
- **Autocheck mail every** – select how often you would like the system to automatically check for new messages
- **Time format** – select whether you would like time presented in a 12 or 24 hour format

Email Account Settings

From the **Email Accounts** tab of the Settings page, update Properties, Signature and Manage Folders.

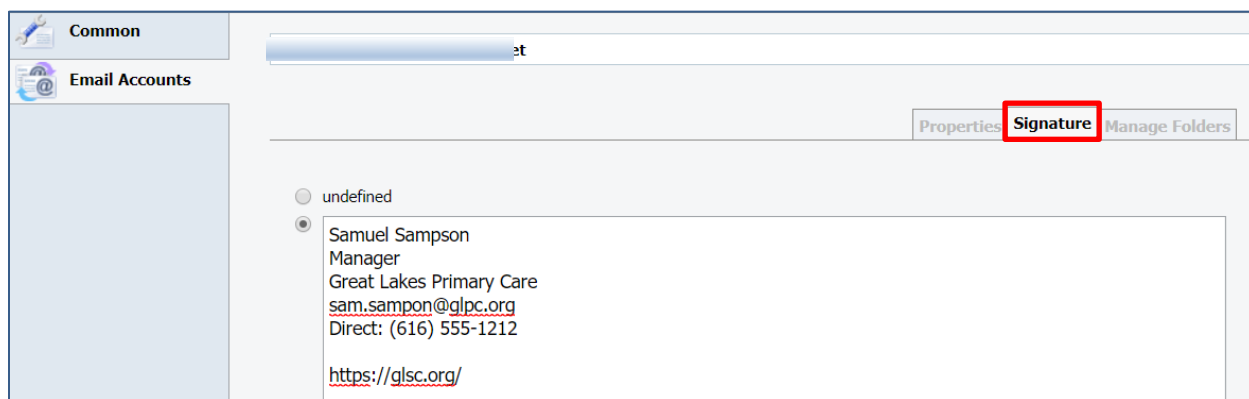
Note: Make sure to save any changes prior to leaving this page.

- **Properties** – customize the way your name will appear on outgoing emails.



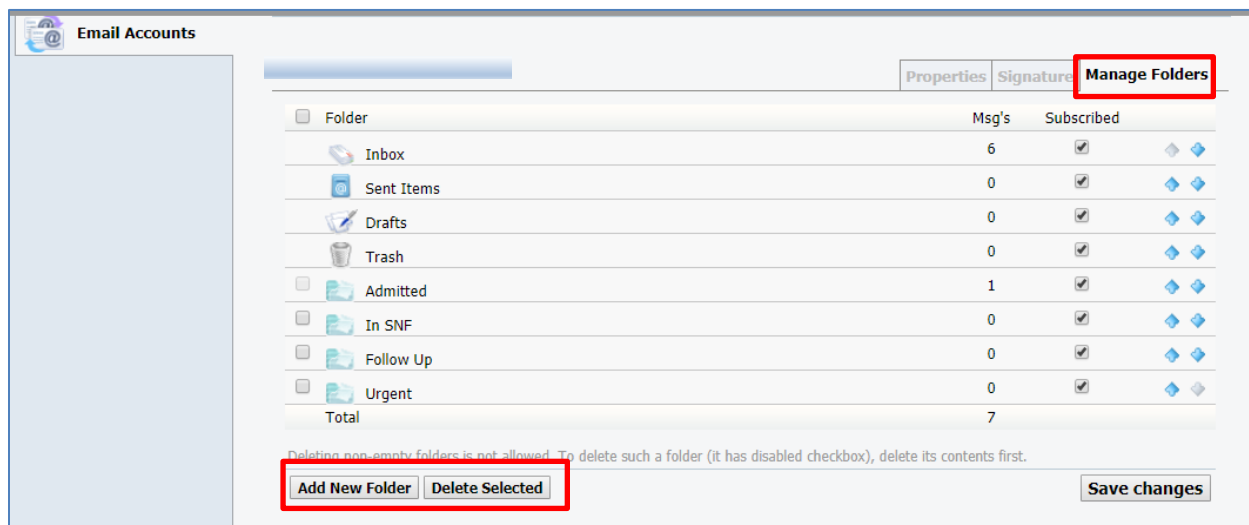
The screenshot shows the 'Email Accounts' section with the 'Properties' tab selected. The 'Your name' field is visible, and the 'Save' button is at the bottom right.

- **Signature** – customize your Direct Mail signature that will display on each sent message.



The screenshot shows the 'Email Accounts' section with the 'Signature' tab selected. A signature is displayed for Samuel Sampson, Manager at Great Lakes Primary Care, with contact information and a website URL.

- **Manage Folders** – add and delete mailbox folders

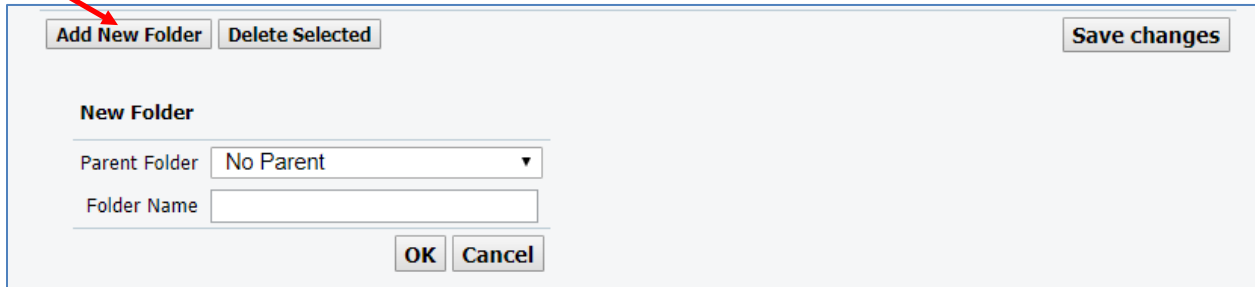


The screenshot shows the 'Email Accounts' section with the 'Manage Folders' tab selected. A table lists mailbox folders with their message counts and subscription status.

Folder	Msg's	Subscribed
Inbox	6	<input checked="" type="checkbox"/>
Sent Items	0	<input checked="" type="checkbox"/>
Drafts	0	<input checked="" type="checkbox"/>
Trash	0	<input checked="" type="checkbox"/>
Admitted	1	<input checked="" type="checkbox"/>
In SNF	0	<input checked="" type="checkbox"/>
Follow Up	0	<input checked="" type="checkbox"/>
Urgent	0	<input checked="" type="checkbox"/>
Total	7	

Buttons for 'Add New Folder' and 'Delete Selected' are highlighted in red. A 'Save changes' button is at the bottom right.

- **Adding a New Folder**
 1. Select **Add New Folder**.

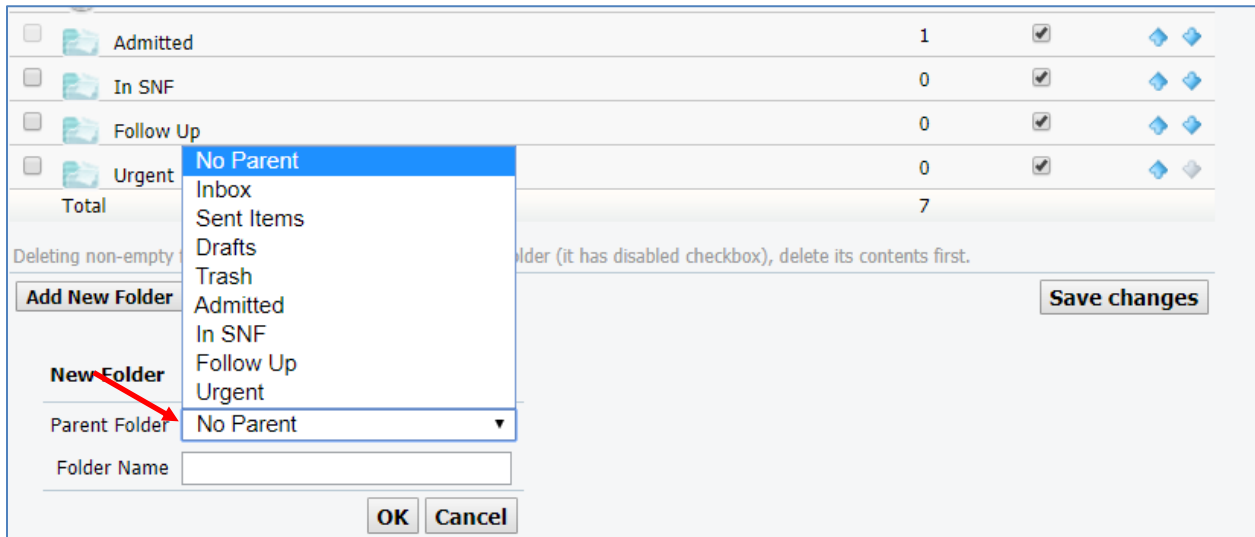


New Folder

Parent Folder:

Folder Name:

2. Either leave the **Parent Folder** option of **No Parent** (Folder will display in its own category) or select another Folder as the main folder to for the newly created folder to be listed under.



<input type="checkbox"/>	Admitted	1	<input checked="" type="checkbox"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
<input type="checkbox"/>	In SNF	0	<input checked="" type="checkbox"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
<input type="checkbox"/>	Follow Up	0	<input checked="" type="checkbox"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
<input type="checkbox"/>	Urgent	0	<input checked="" type="checkbox"/>	<input type="button" value="↕"/>	<input type="button" value="↕"/>
Total		7			

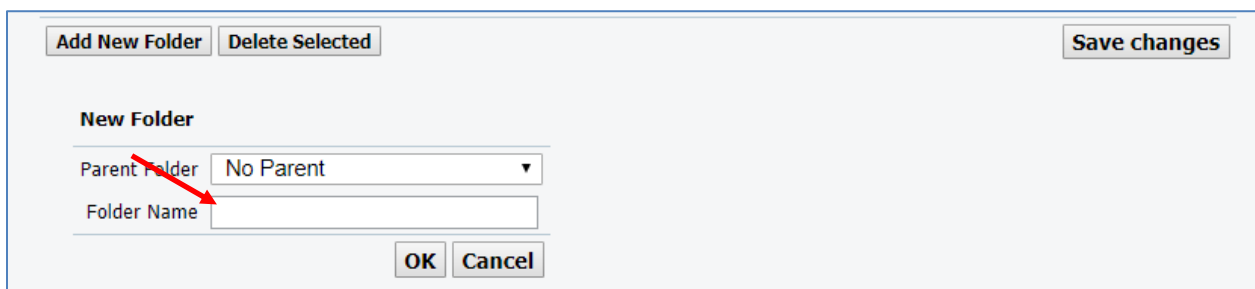
Deleting non-empty folder (it has disabled checkbox), delete its contents first.

New Folder

Parent Folder:

Folder Name:

3. Type in the name of the new folder



New Folder

Parent Folder:

Folder Name:

4. Click on **Save Changes**.

Note: Deleting non-empty folders is not allowed. To delete such a folder (it has disabled checkbox), delete its contents first.