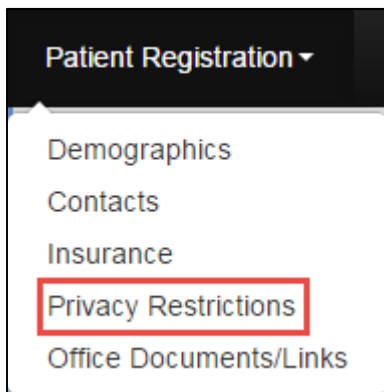




How to Update Your Privacy Restrictions (Email Preferences) in the Patient Portal

You can let the clinic know if you wish to receive email notifications of scheduled appointments and appointment reminders.

1. To update the patient's email notification preferences, click **Privacy Restrictions** on the **Patient Registration** menu.



The **Privacy Restrictions** opens with your account **Current Email Settings** displayed.

A screenshot of the 'Current Email Settings' form in the patient portal. The form is titled 'Current Email Settings' and is enclosed in a red rectangular box. It contains a table with the following columns: 'Email Type' and 'Updated On Allowed'. The table has four rows of data, each with a 'Yes' option selected in the 'Updated On Allowed' column. The 'Save' button at the bottom of the form is also highlighted with a red rectangular box.

Email Type	Updated On Allowed
Appointment Scheduled	Yes
Appointment Reminder	Yes
Clinical Message Notification	Yes
Clinical Summaries	Yes

1 - 4

Save **Cancel**

2. In the **Current Email Settings** section, select 'Yes' in the **Allowed** drop-down menu for the **Appointment Scheduled** and **Appointment Reminder** under the **Email Type** column to allow email notifications of scheduled appointments

and appointment reminders to be sent to the your personal email address on record.

3. Select **"Yes"** in the **Allowed** drop-down menu of the **Clinical Summaries** email type to allow you visit summaries to be sent to your personal email address on record.
4. Click **Save** to save your changes.

Please see the list of additional **MyHealth Patient Portal Step by Steps** under **Patient Registration→Office Documents/Links** to learn to use other features of your portal account.