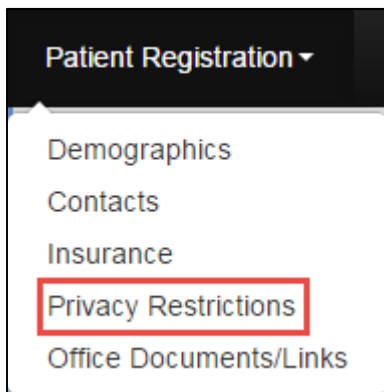# How to Update Your Privacy Restrictions (Email Preferences) in the Patient Portal

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.

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

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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.

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