



# Point-of-Care

## **User Guide**

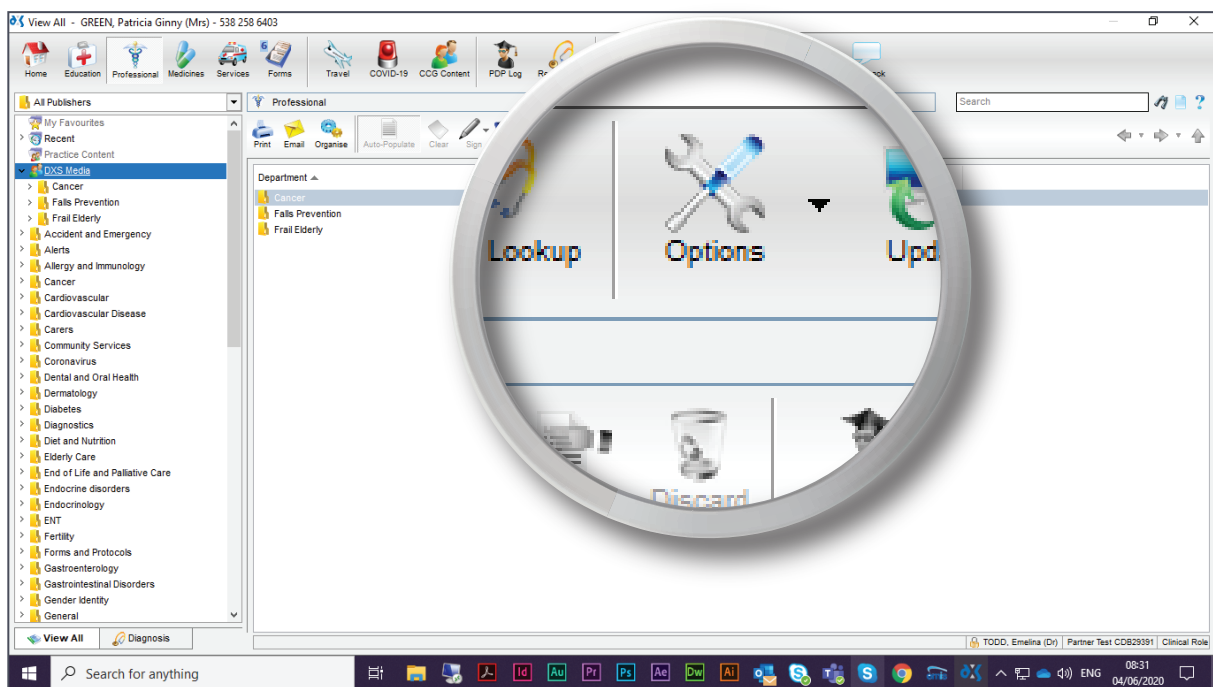
How to Setup the Built-in Email Client  
User

# Introduction

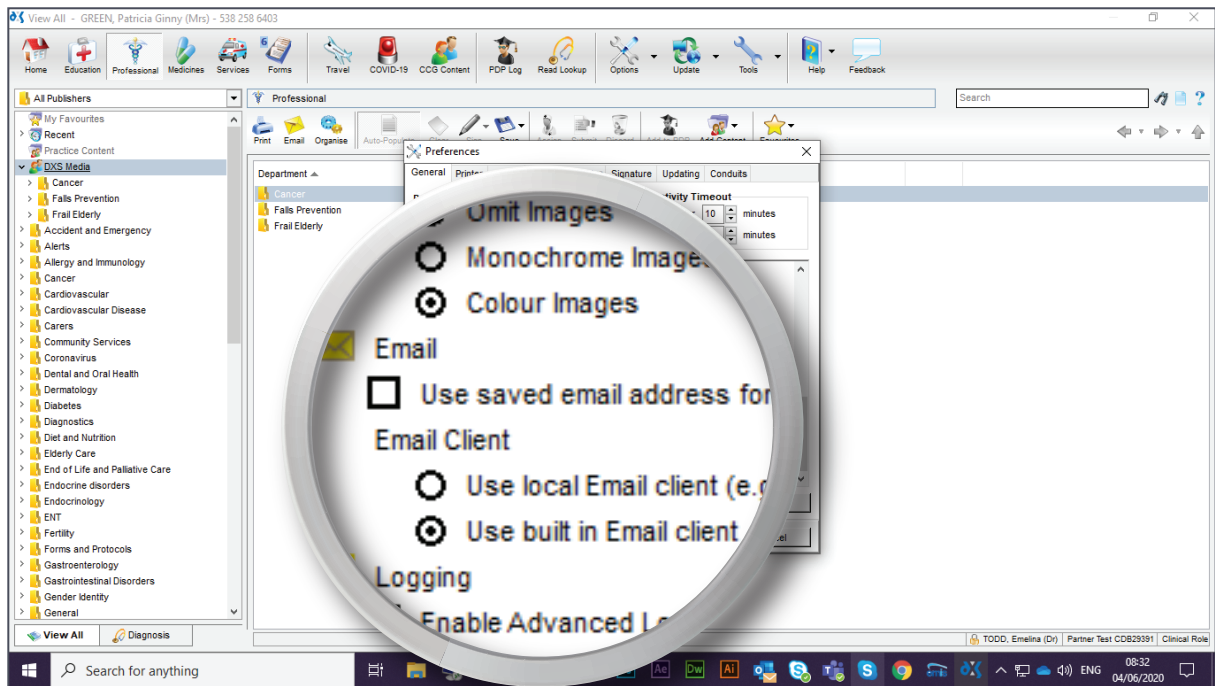
This guide will show you how to set up the DXS built-in email client, which can be configured per user or practice wide to align with the way your practice manages email referrals.

# Instructions

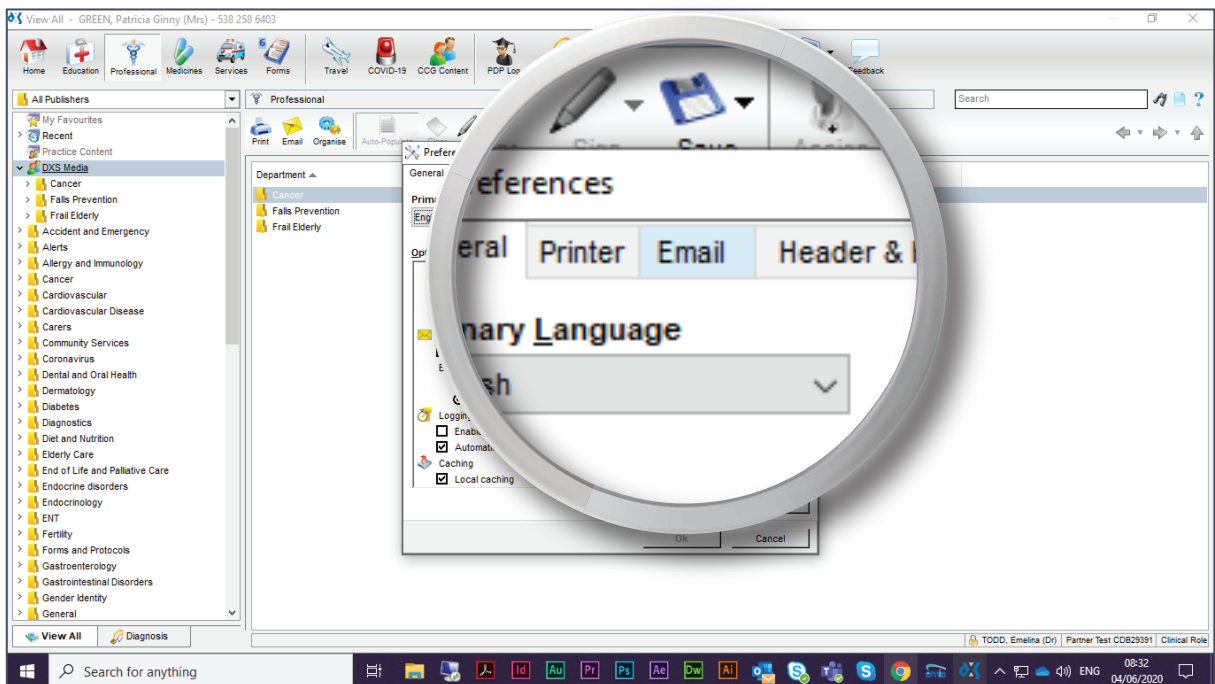
1. Open DXS Point-of-Care and click on the 'Options' button located in the main toolbar.



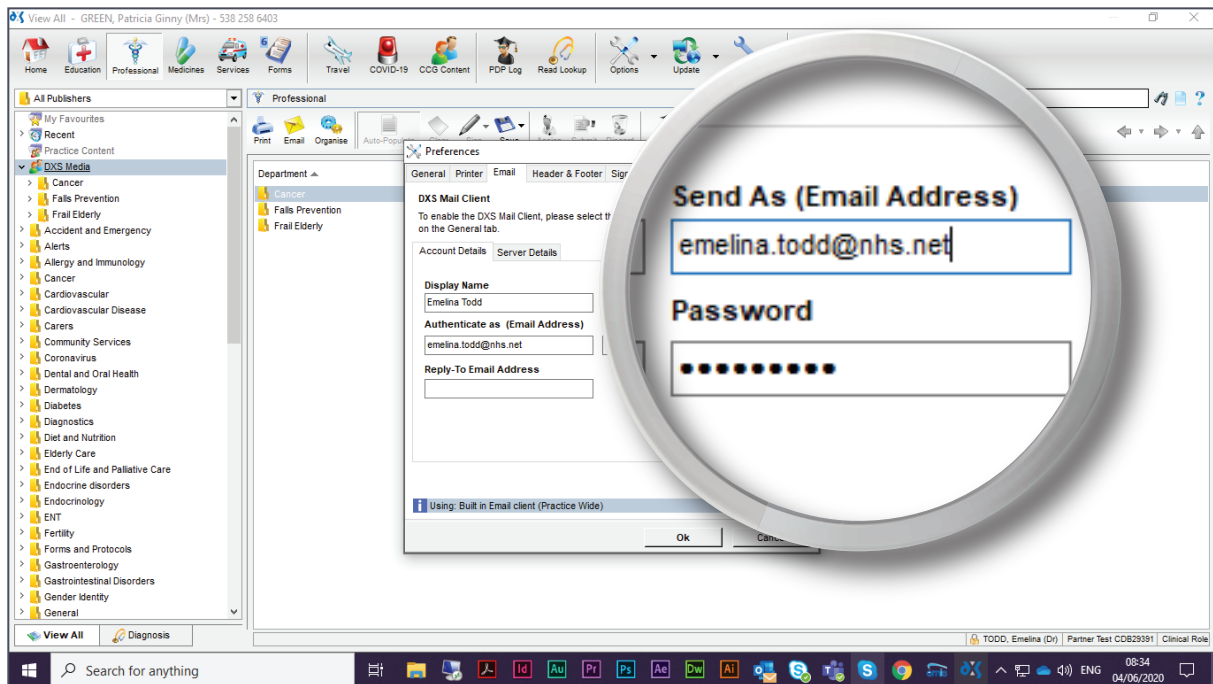
2. Within the 'General' tab, scroll down to the 'Email' section and ensure that the 'Use built in Email client' option has been selected.



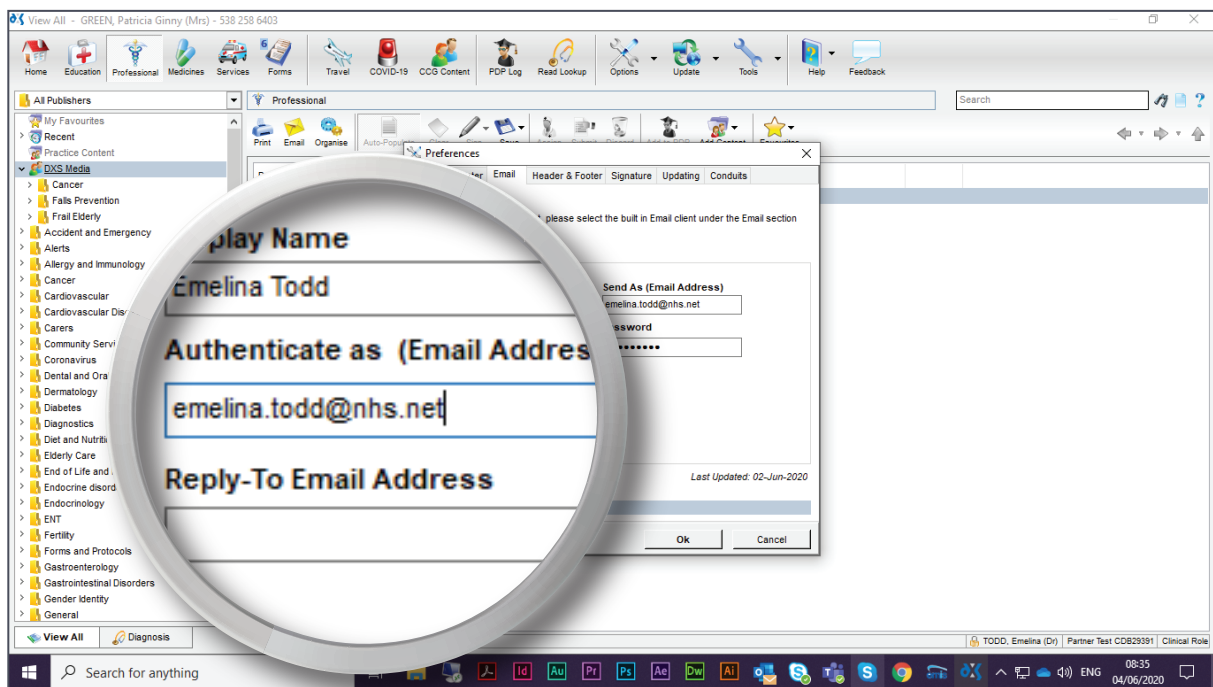
3. Click on the 'Email' tab.



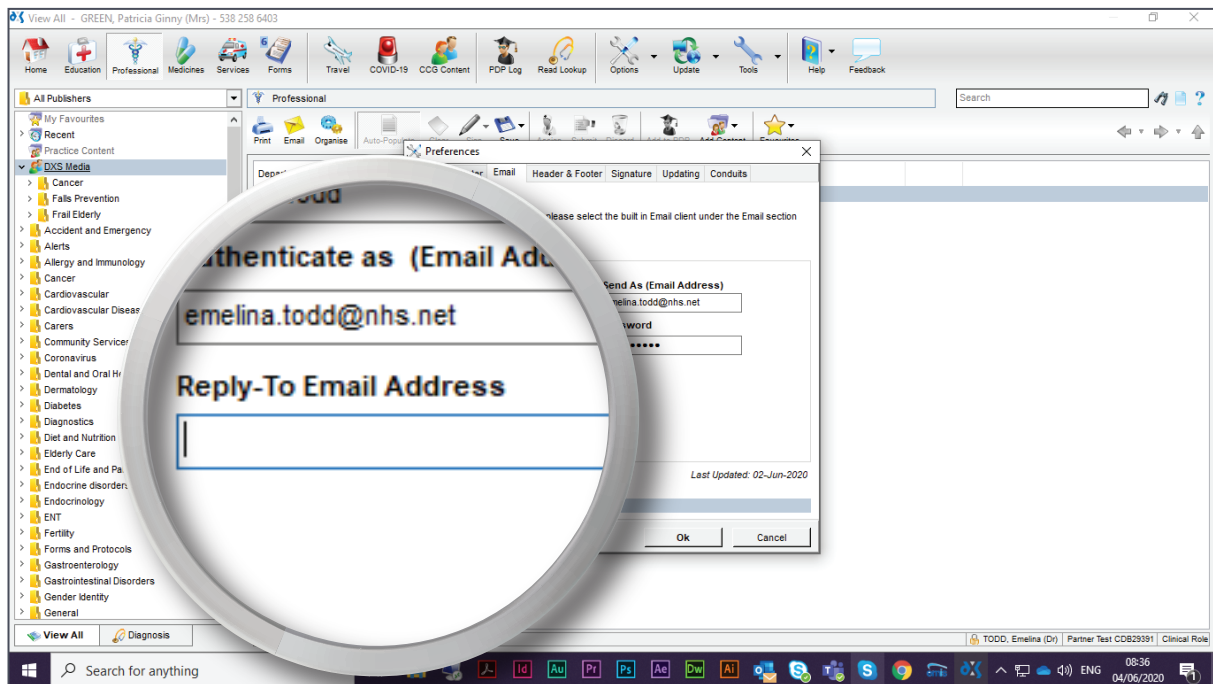
4. Enter the relevant account details.
5. As a user you will need to enter your NHS email address in the 'Send as' text box.



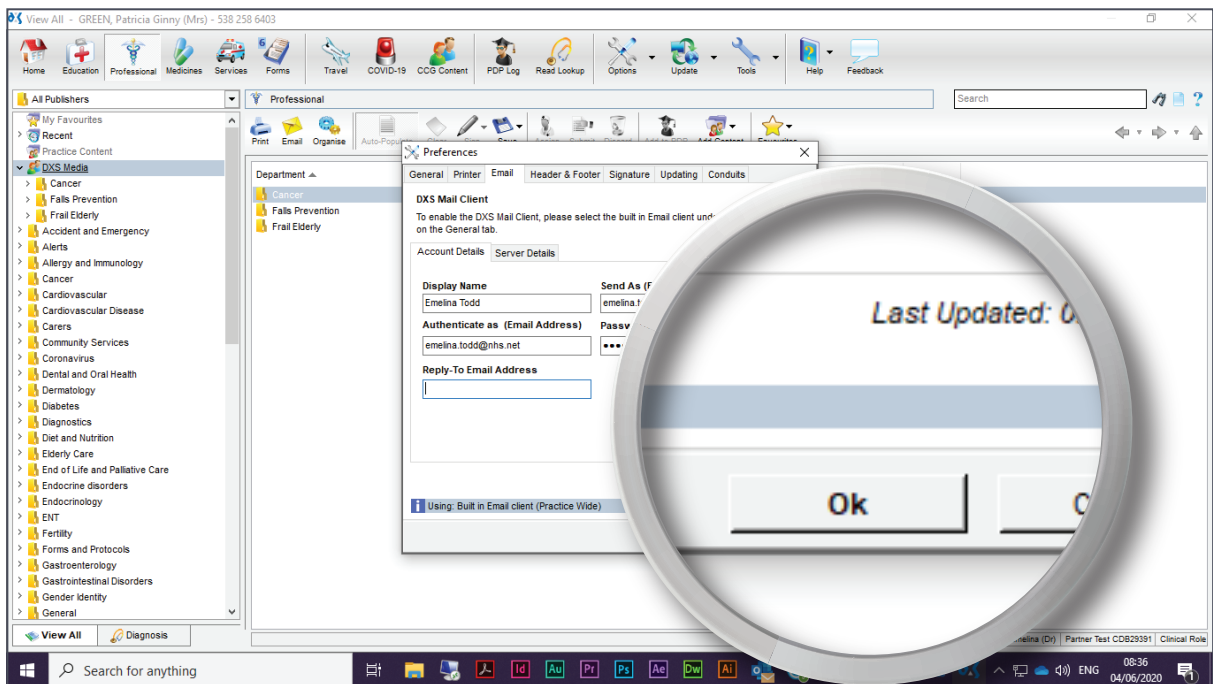
6. As well as the 'Authenticate as' text box.



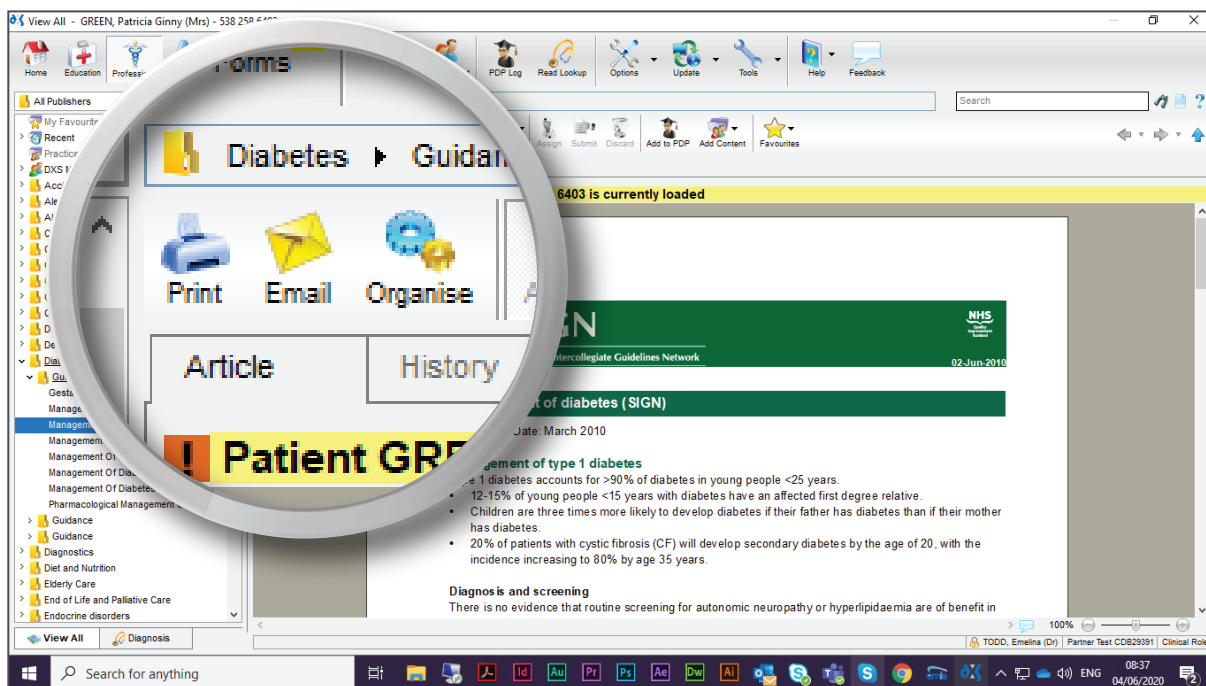
- If replies are to be sent to an alternative mailbox, enter a reply-to email address in the text box provided.



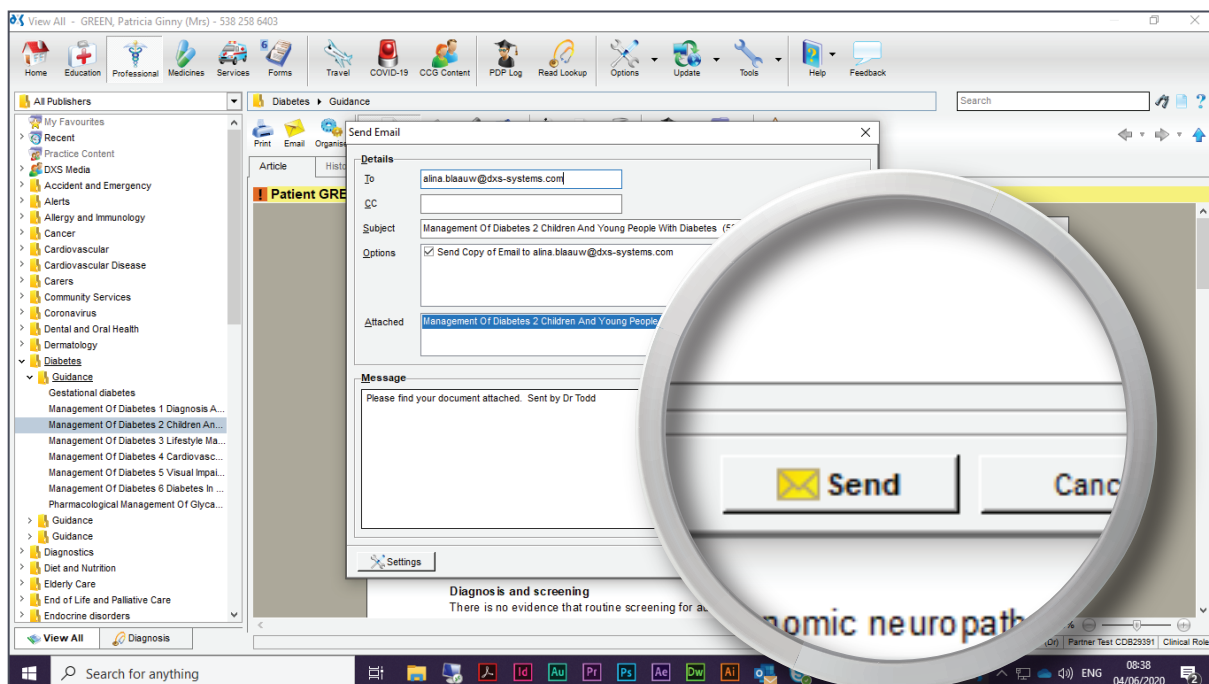
- Select 'Ok' to save these settings.



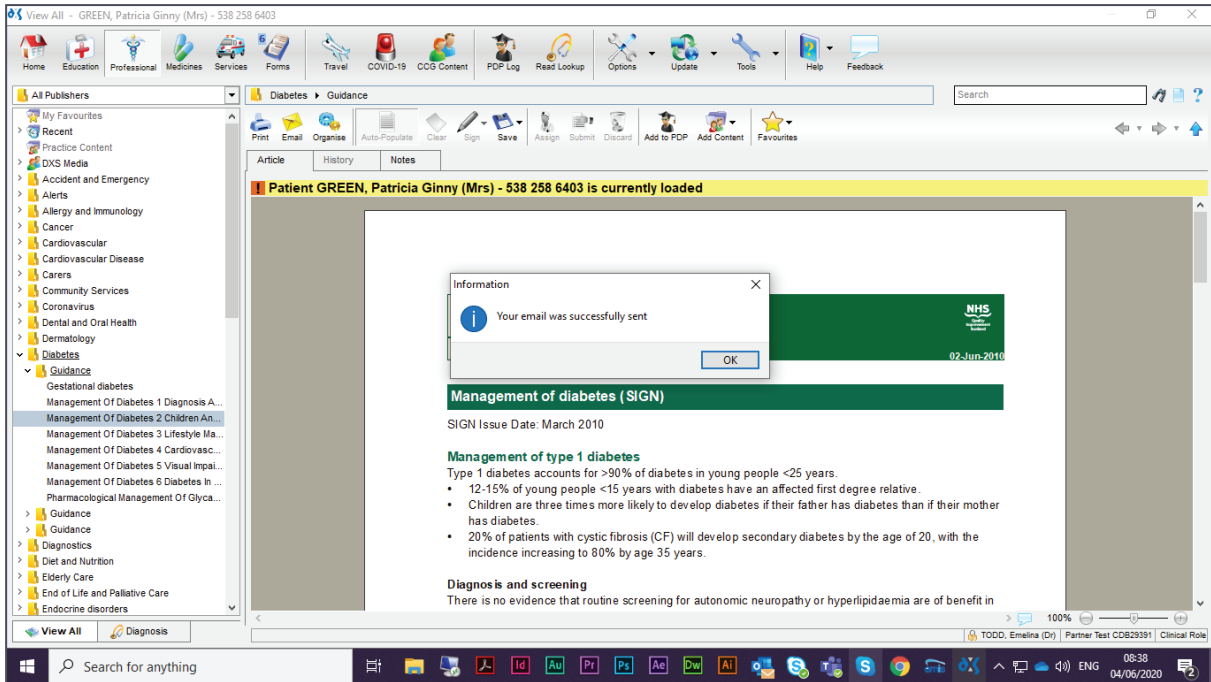
9. It is important to send a test email to confirm that the details provided are correct.
10. Select a document and click on the 'Email' button located in the toolbar.



11. Insert the test email address and select 'Send'.



12. A notification will appear to confirm that the email has been sent successfully.



# Support

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0800 028 0004 (option 1)



support-uk@dxs-systems.com



[dxs-systems.co.uk](https://dxs-systems.co.uk)

# Training

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0800 028 0004 (option 2)



[training@dxs-systems.co.uk](mailto:training@dxs-systems.co.uk)



[training.dxs-systems.com](https://training.dxs-systems.com)

