



Point-of-Care

User Guide

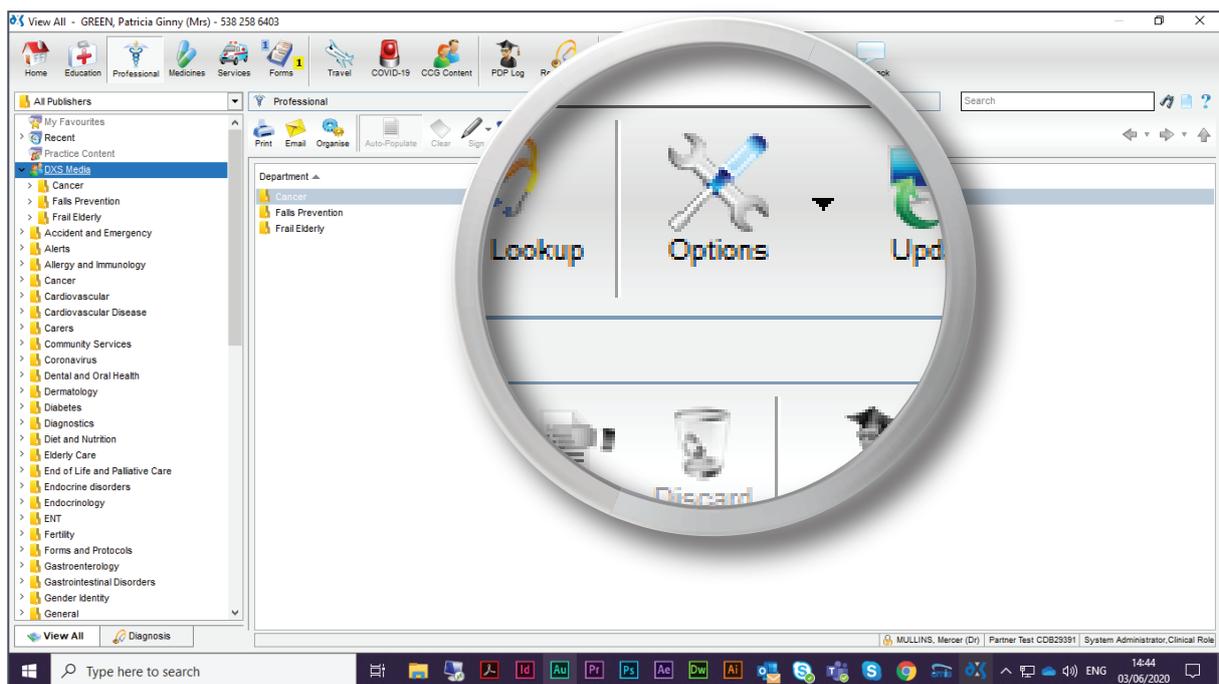
How to Setup the Built-in Email Client
Administrator

Introduction

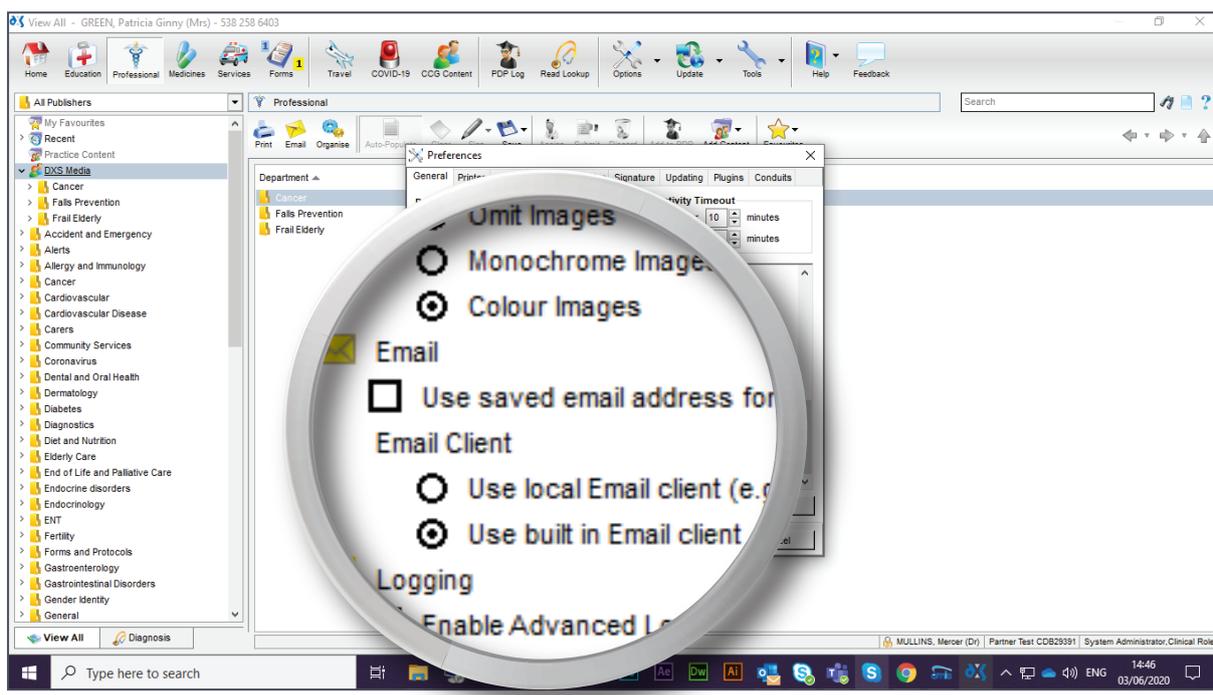
This guide will show you how to set up the DXS built-in email client, which can be configured per user or practice wide to align with the way your practice manages email referrals.

Instructions

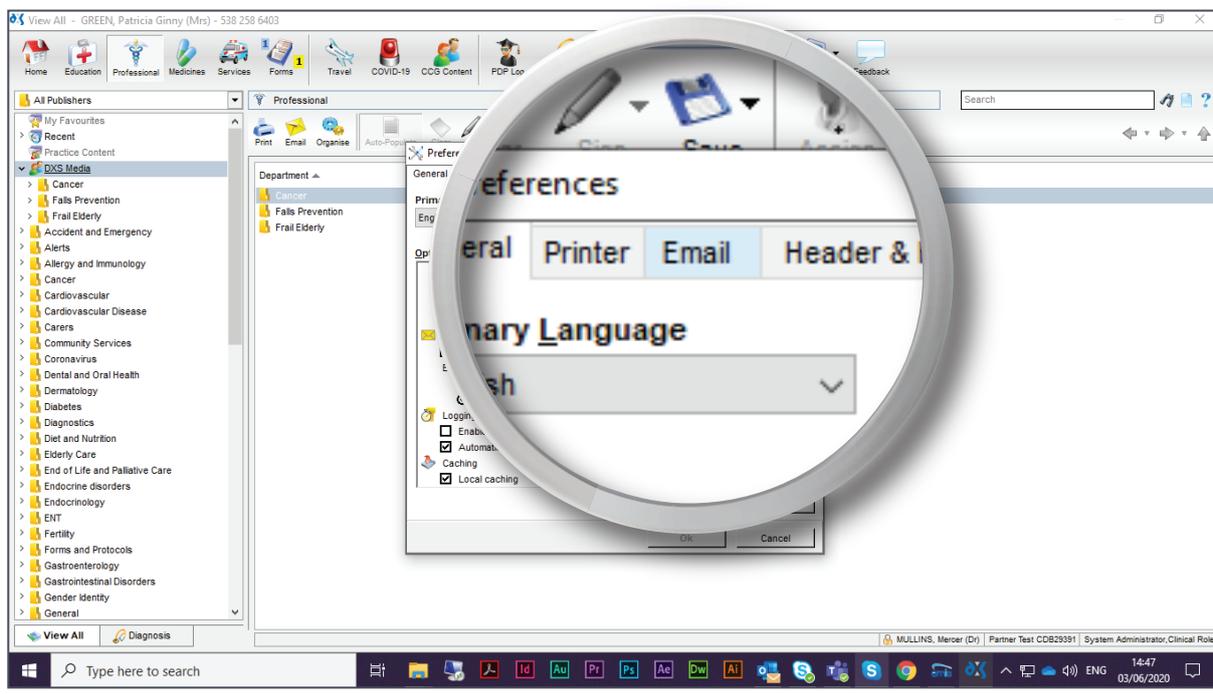
1. Open DXS Point-of-Care and click on the 'Options' button located in the main toolbar.



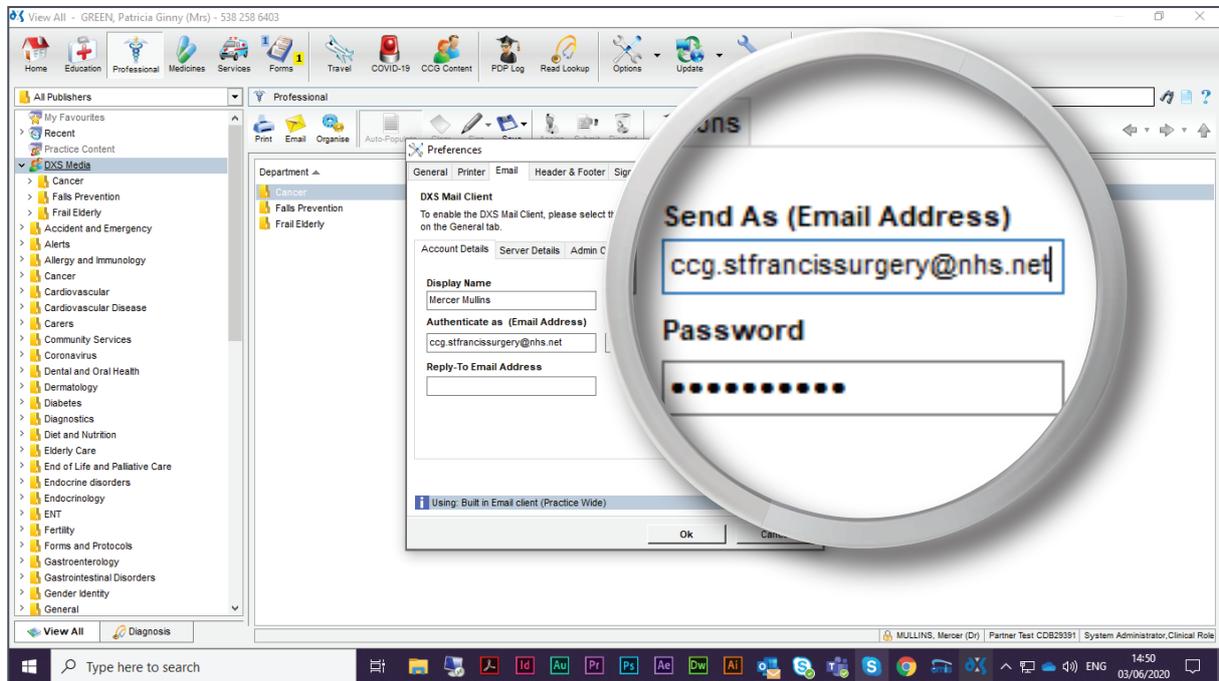
2. Within the 'General' tab, scroll down to the 'Email' section and ensure that the 'Use built in Email client' option has been selected.



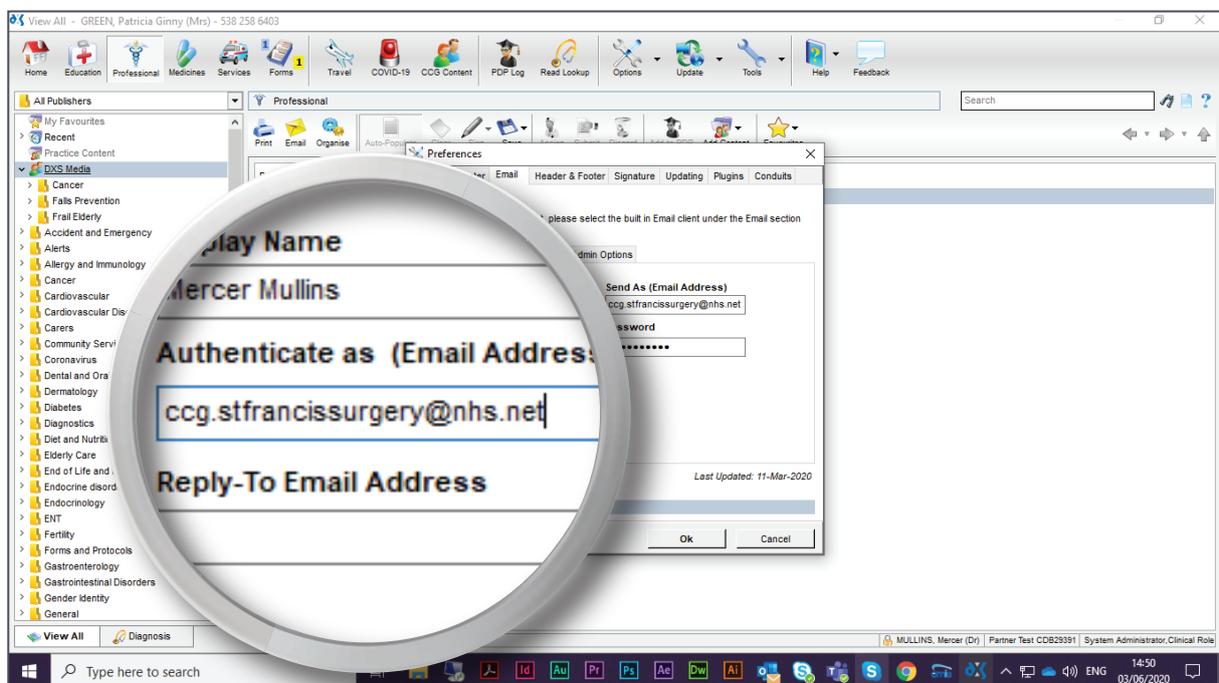
3. Click on the 'Email' tab.



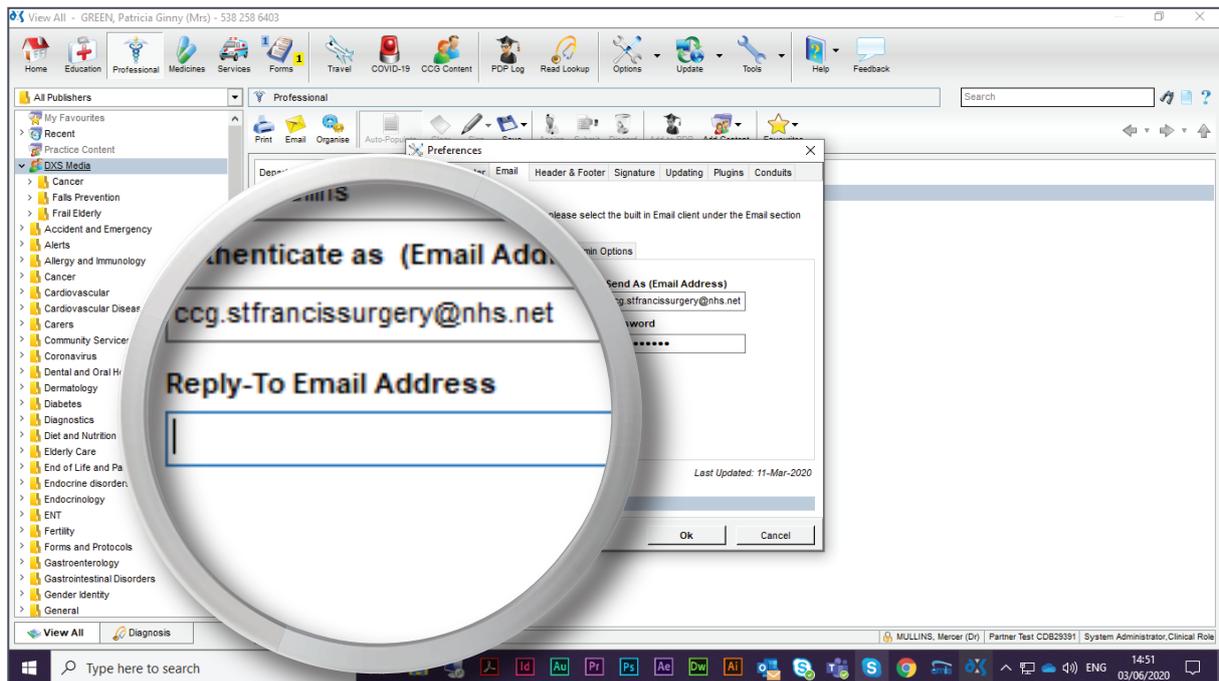
4. The DXS Point-of-Care built-in email client can be configured per user or practice wide.
5. As an administrator, you will need to enter the practice email address and password, or the practice manager's email address and password.
6. The relevant email address will need to be entered in the 'Send as' text box.



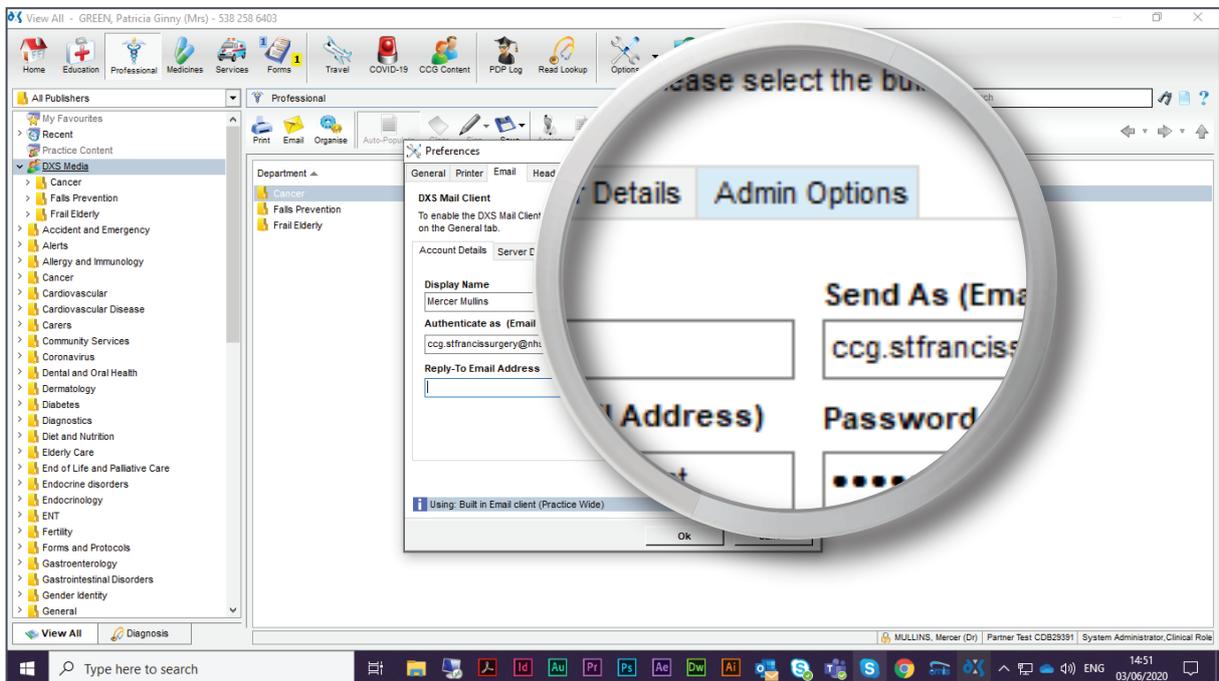
7. As well as the 'Authenticate as' text box.



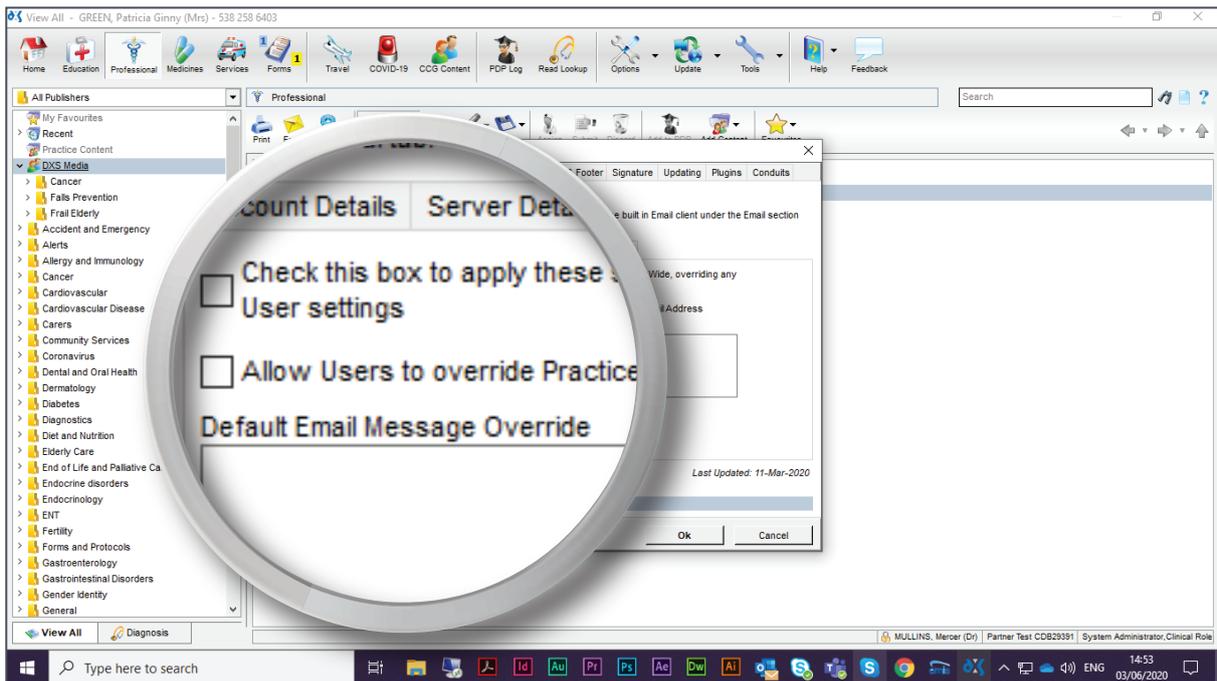
- If replies are to be sent to an alternative mailbox, enter a reply-to email address in the text box provided.



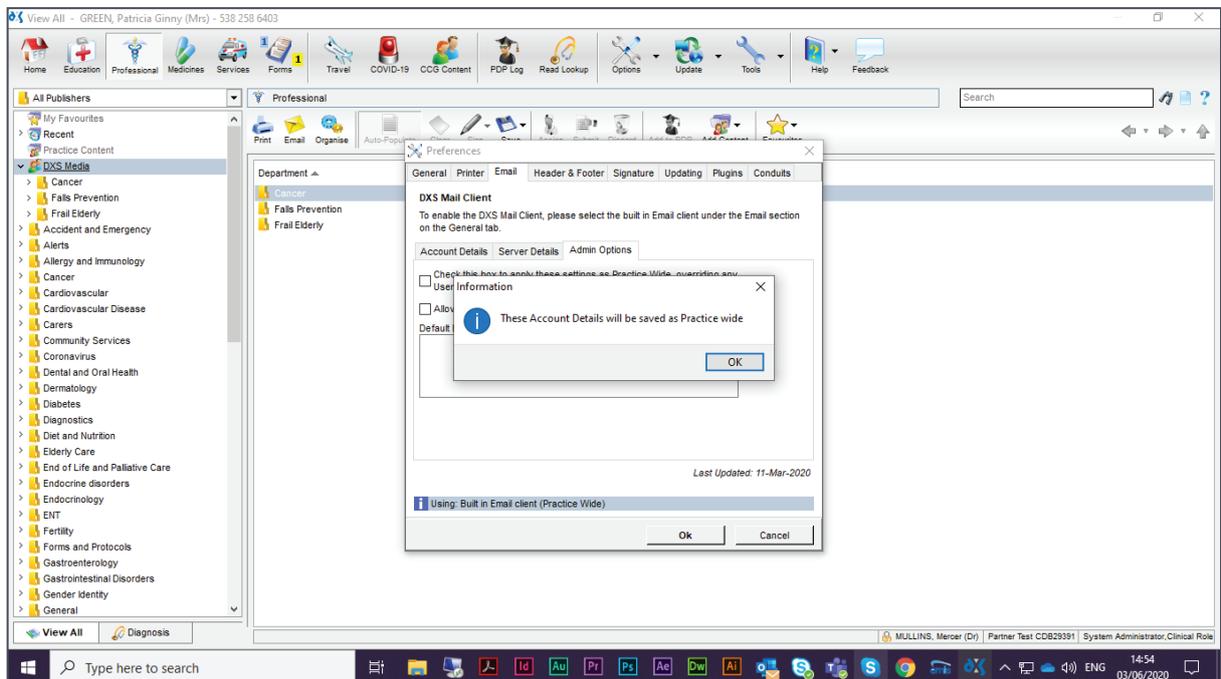
- You can apply these settings practice wide.
- Click on the 'Admin Options' tab.



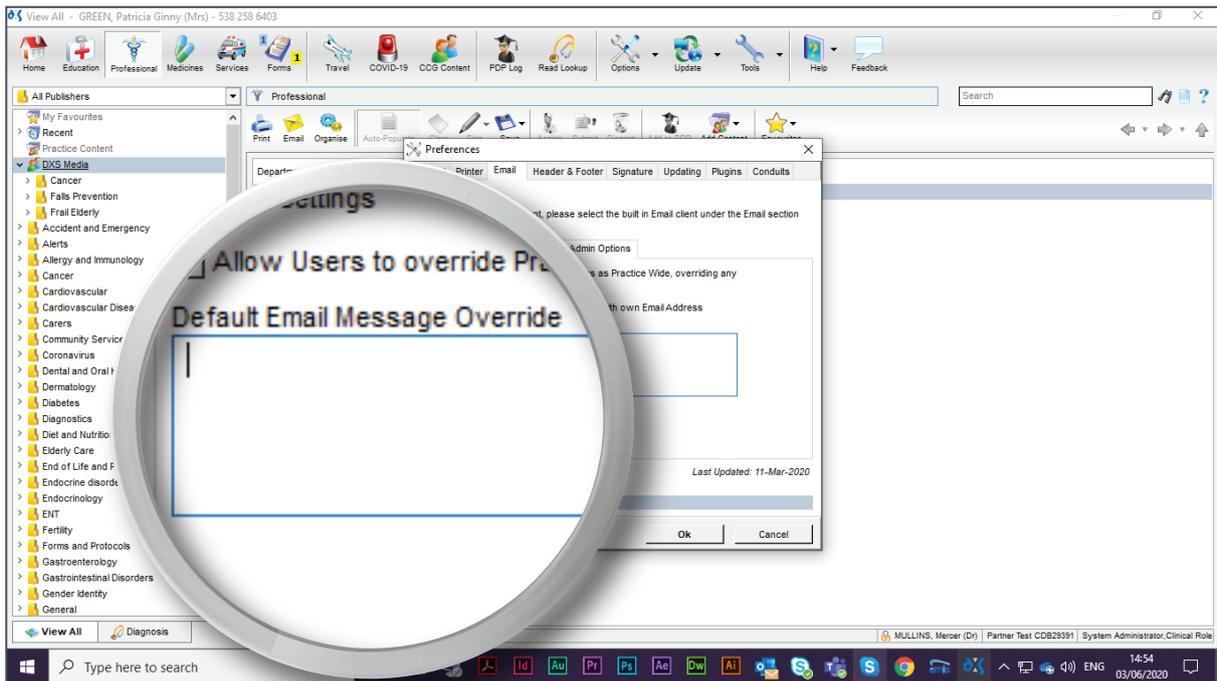
11. To prevent other users from changing the settings you have entered, untick 'Allow Users to override Practice Email with own Email Address'.



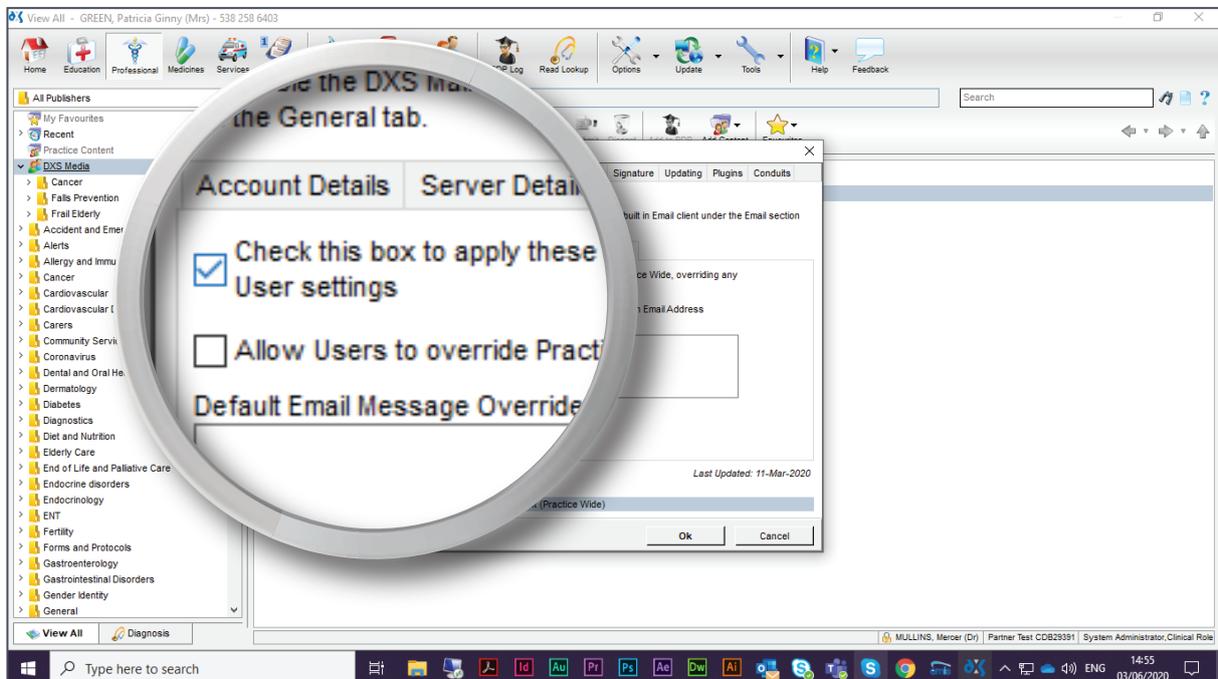
12. A notification will appear confirming that the entered account details will be saved practice wide.



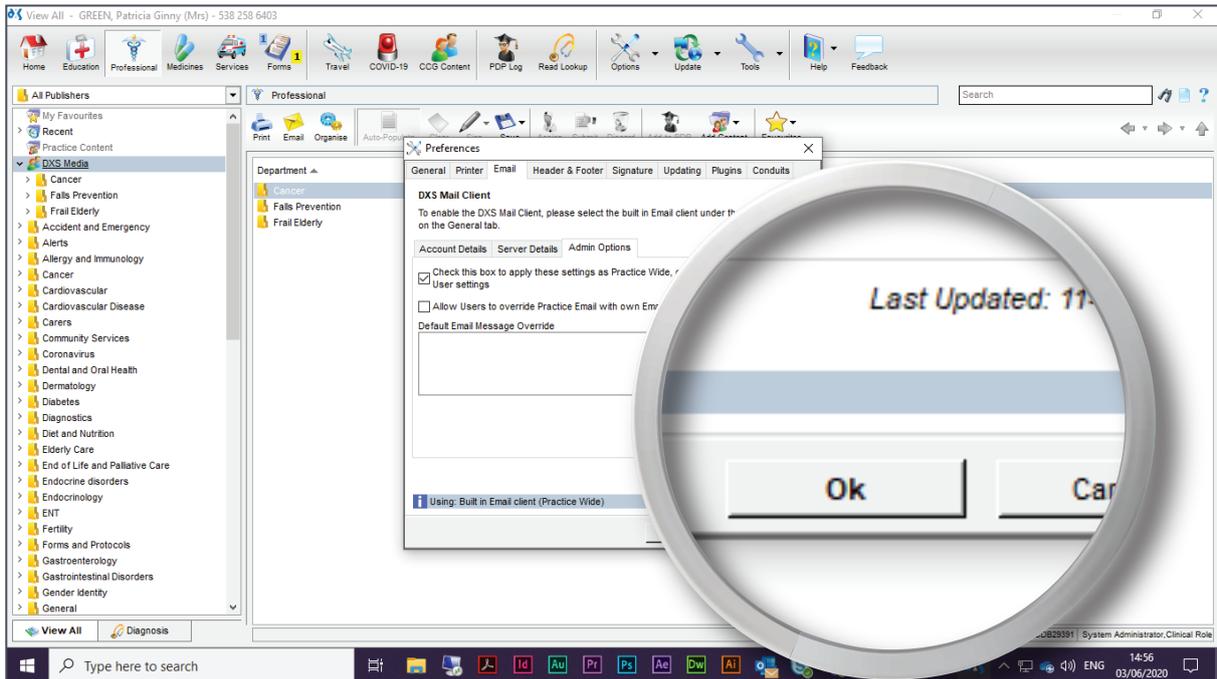
13. To change the wording of the default message sent with every email, enter the preferred text in the 'Default Email Message Override' text box.



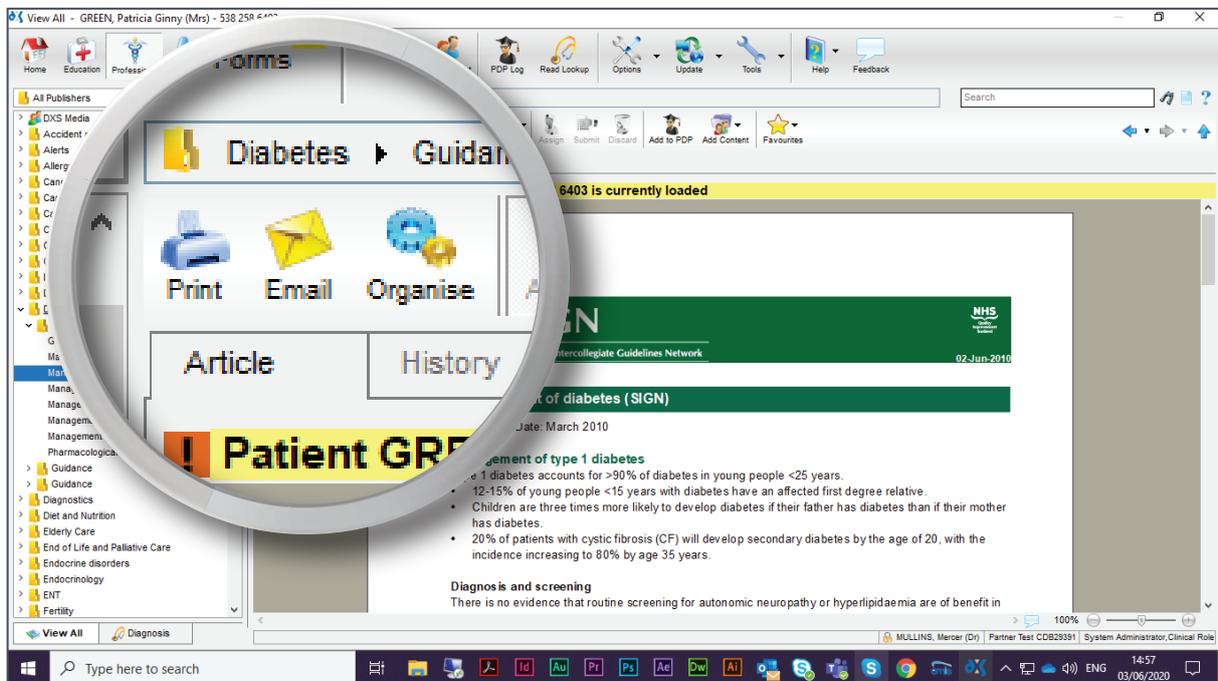
14. If left blank, the user's own default message will apply.
15. To apply the changes practice wide, tick the 'Check this box to apply these settings as Practice Wide, overriding any User settings' option.



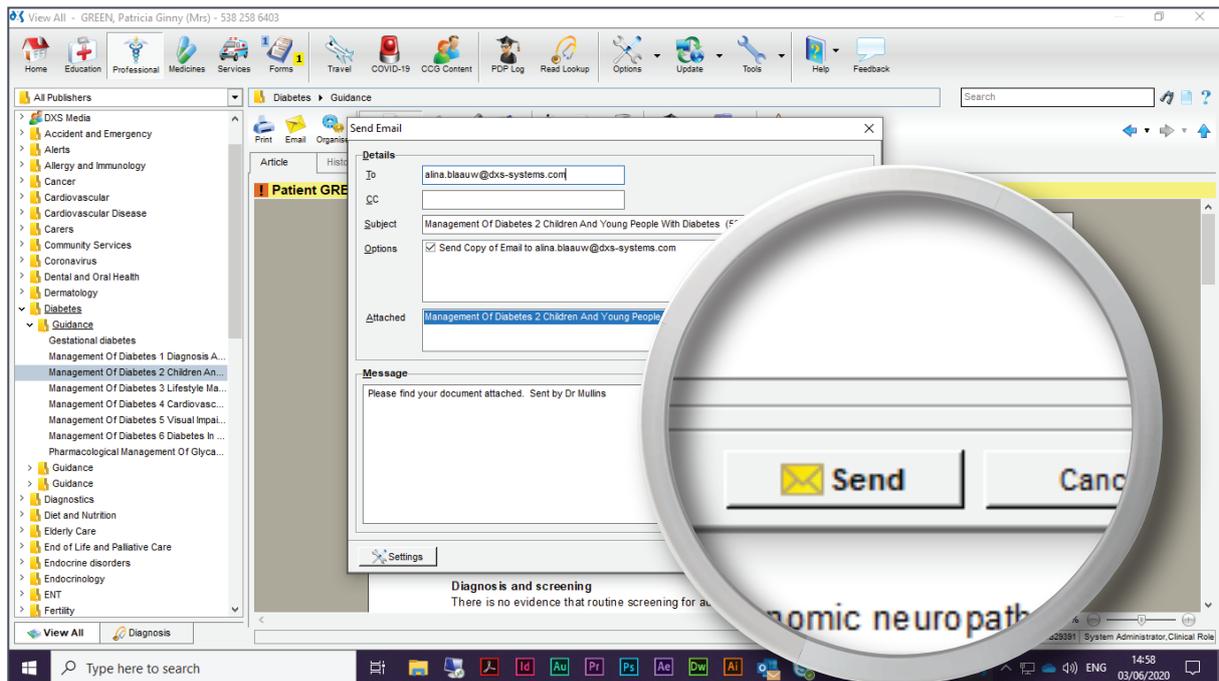
16. Please note that the check box will need to be ticked each time the practice email address and password is changed.
17. Select 'Ok' to save these settings.



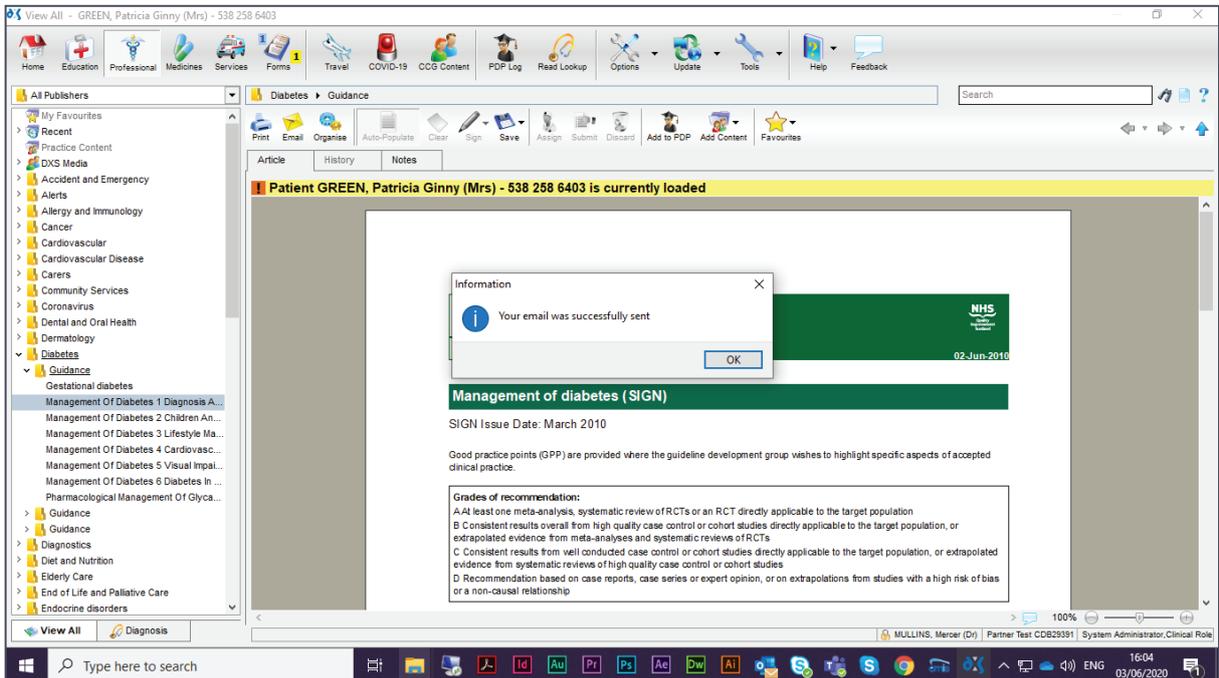
18. It is important to send a test email to confirm that the provided details are correct.
19. Select a document and click on the 'Email' button located in the toolbar.



20. Enter the test email address and select 'Send'.



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



Support



0800 028 0004 (option 1)



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Training



0800 028 0004 (option 2)



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