

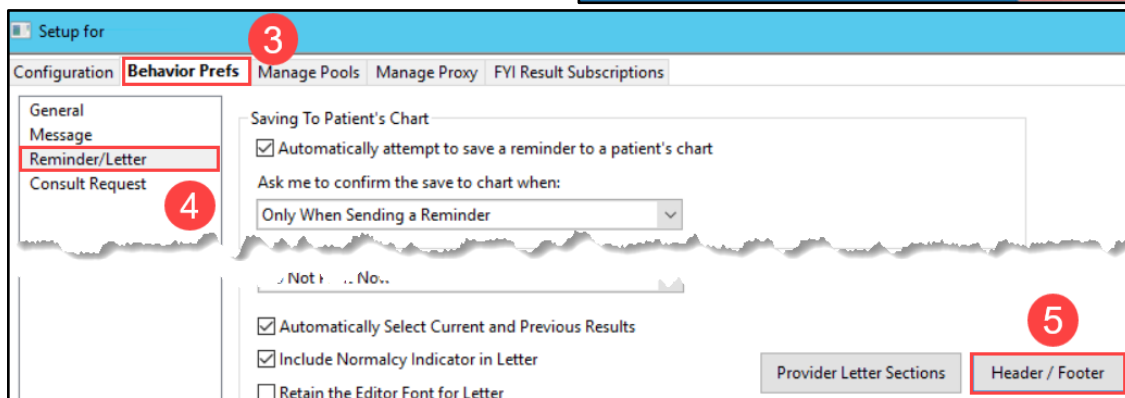
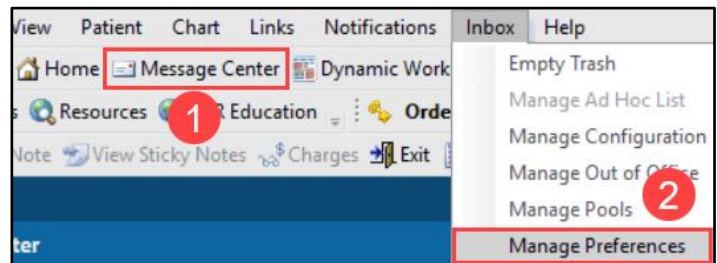
Message Center Letterhead Personalizations for Providers

Center Ambulatory EDUCATION

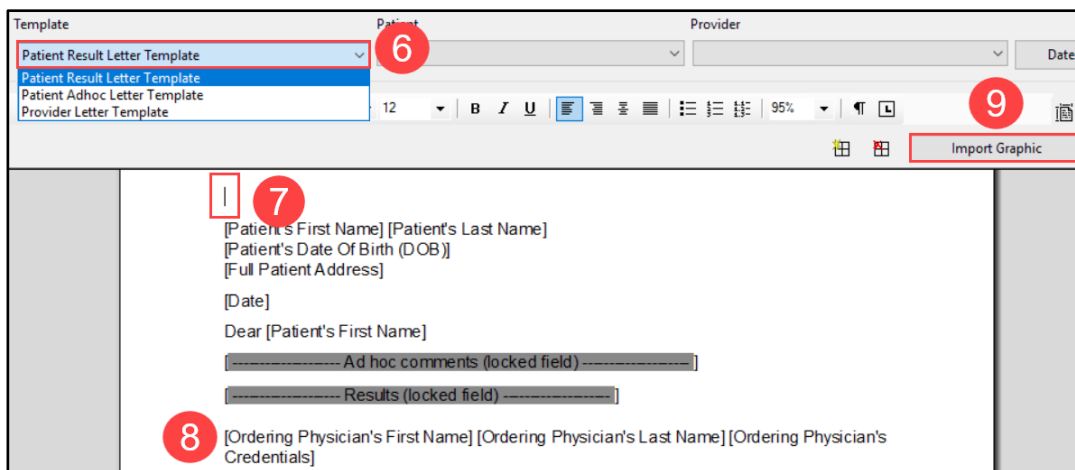
Message Center Letterhead

To set a letterhead and signature in the Message Center:

1. Click **Message Center** in the top toolbar.
2. Under the Inbox tab in the top toolbar, select **Manage Preferences**.
3. Select the **Behavior Prefs** tab.
4. Click **Reminder/Letter**.
5. Click **Header/Footer**. A sample letter will pop up.

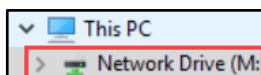


6. Use the drop-down Template menu to select the first template listed.
7. Insert two blank lines above all text to allow space for the graphic.
8. Highlight and remove the sample credentials and add providers credentials.

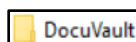


9. Click on **Import Graphic**.

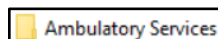
a. Navigate to the **M: Drive**.



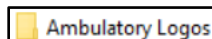
b. Select the **DocuVault** folder.



c. Select the **Ambulatory Services** folder.



d. Select the **Ambulatory Logos** folder.

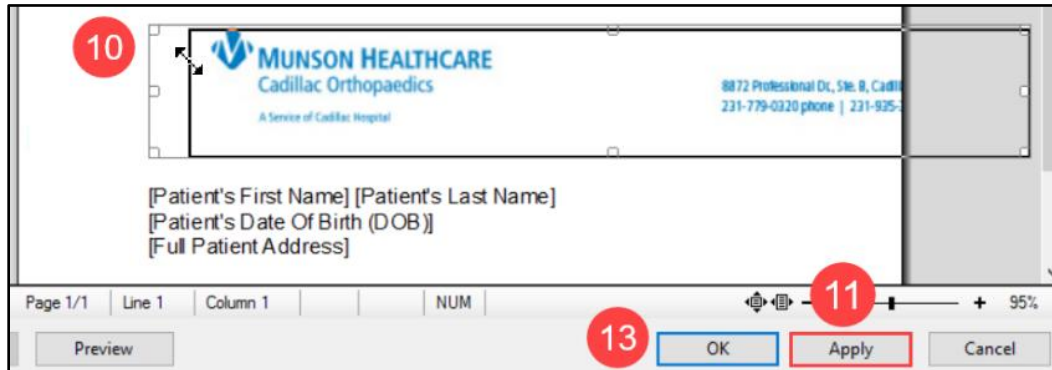


e. Select an image and click **Open**.

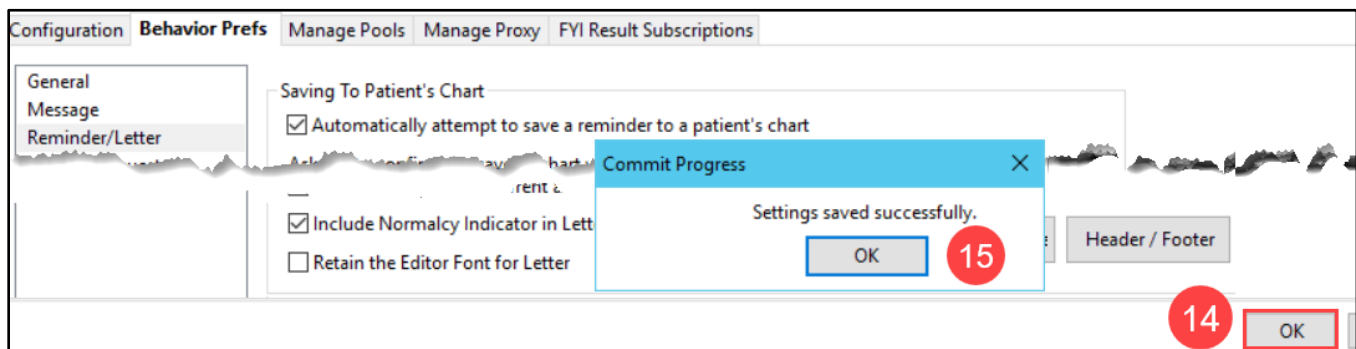
Message Center Letterhead Personalizations for Providers

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10. Drag or resize the image to fit on the template.
11. Click **Apply**.
12. Repeat steps 6-11 for all three Templates: Patient Result Letter Template, Patient Ad Hoc Letter Template, and Provider Letter Template.
13. Click **OK** to save. This will return the user back to the Manage Preferences page.



14. Click **OK** to save.
15. Click **OK** once settings have been saved.



Note: Users **MUST** complete steps 13-15 or changes will NOT be saved.