

February 20, 2024

## Creating favorites in personal address book helps with quicker access when sending messages in Message Center.

🔄 Communicate 🔻

## **Creating Personal Address Book**

- **<u>STEP 1</u>**: Click the **Communicate** button.
- **<u>STEP 2</u>**: In the **New Message** window, click the **binoculars** to the right of the **To** field.
- **<u>STEP 3</u>**: Type **User** or **Pool** name in the search field.
- **<u>STEP 4</u>**: Click the **User** or **Pool** name option.
- **<u>STEP 5</u>**: Right-click the selected **User** or **Pool**.
- **<u>STEP 6</u>**: Select the **Add to Personal Address Book** option.
- NOTE: When the To field is selected in a new message, the personal address book will display in the upper portion of the new message window with saved recipients able to be chosen.

## Managing Personal Address Book

- **<u>STEP 1</u>**: Click the **Communicate** button.
- **<u>STEP 2</u>**: In the **New Message** window, click the **binoculars** to the right of the **To** field.
- **STEP 3:** Click **Personal Address Book** option, under **Show names from**.
- **<u>STEP 4</u>**: Right-click the **User or Pool** you want to remove.
- STEP 5: Click the Remove from Personal Address Book Option.

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Internal X		
Type a name or select from list:	Show names from	
Q	Personal Address Book	
Personnel Pool Distribution List		
Right click to add/remove a name in the personal address book	Send to	
Name	Name	
TEST , DAVE Remove from Personal Address Book		

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.

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