

## How to configure your email notification preferences

At the bottom of every notification email sent to consultants there are two links, the first is to change email settings and the second is to review a list of previously sent examinations.

This message was sent with High importance.

From: event.notification@heartofengland.nhs.uk Sent: Fri 05/03/2010 09:32  
To:  
Cc:  
Subject: Radiology: High Priority Examination

The following examinations requested by you have now been reported:

PID	Exam	Requested	Completed	Reported	Location
	<a href="#">XR Chest</a>		18 Jan 2010 09:01	5 Mar 2010 09:03	Outpatients Department BHH

You can change your email notification settings by clicking [here](#) or view a complete list of recent notifications by clicking [here](#).

If you think that this email has been sent to you in error, please reply and your message will be forwarded to Radiology.

## Modifying email settings

Tick/untick delivery options and click 'save all changes'

### **Modify your own subscriptions:**

Email	High-Priority Report Emails	Immediate Notification Emails	Daily Summary Email
@heartofengland.nhs.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### **Modify your delegates' subscriptions:**

Email	High-Priority Report Emails	Immediate Notification Emails	Daily Summary Email
@heartofengland.nhs.uk	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Save All Changes

**OR** enter the email address of a delegate (including @heartofengland.nhs.uk) in the new email address input box and click ADD.

### **Add a new delegate:**

New email address:

After a new delegate is added you must allocate their subscriptions as described above.

