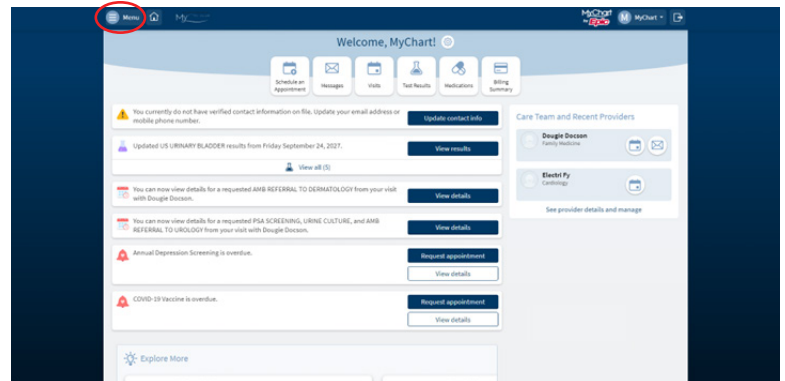
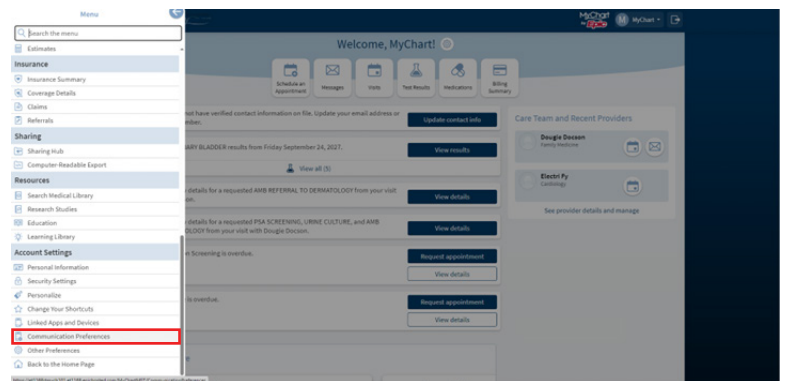


Changing Your Communication Preferences in MyChart Instructions (Desktop)

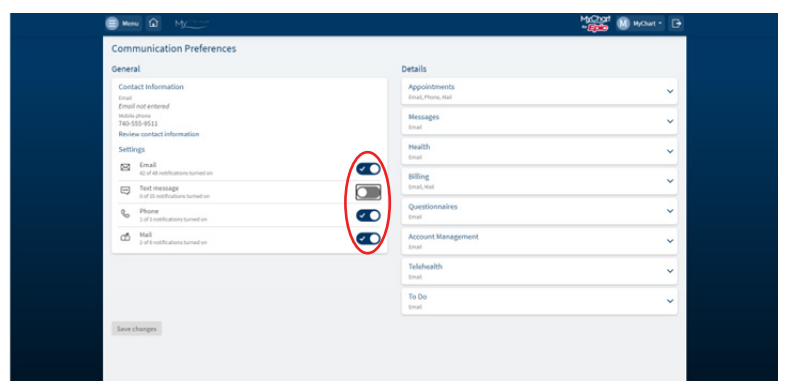
1. To access your communication preferences, click the Menu button at the top right of the web page.



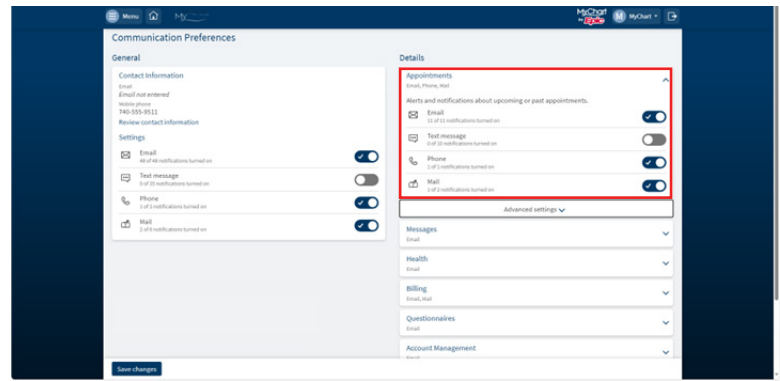
2. Scroll down to the bottom of the menu to the Account Settings section, then click Communication Preferences.



3. To opt into or out of a particular communication type, in the **General** section on the left of the page, click the slider icon to the right of the communication type.

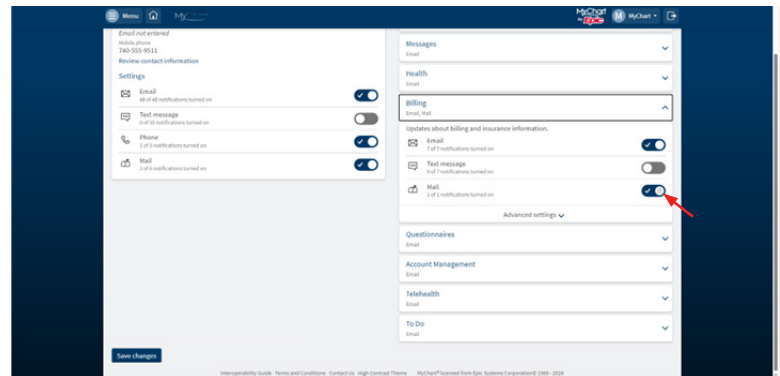
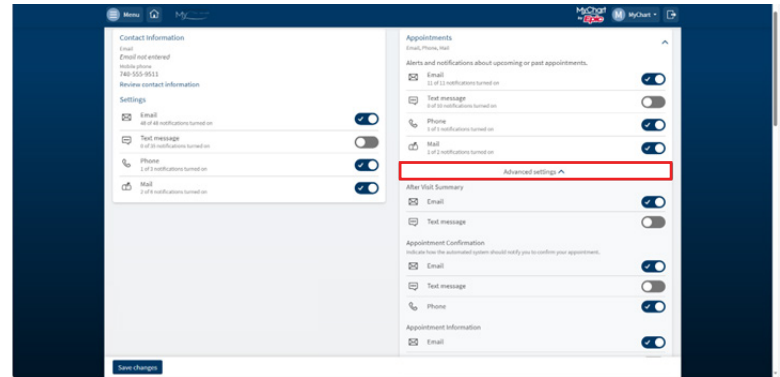


4. To choose what types of communication methods will be used for each type of notification, click a header under the **Details** section to expand its options, then click the slider to opt in or out of receiving notifications for a specific communication method.

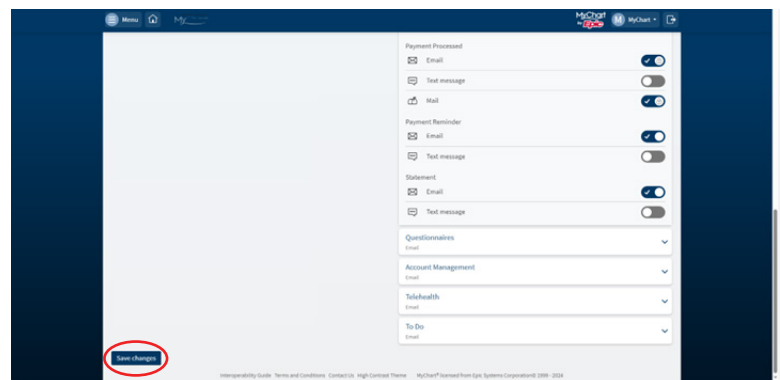


5. To update the communication method for an individual notification, click **Advanced settings** to view each notification type, then click the slider to opt in or out of that communication method.

- If you opt in to multiple communication methods for a notification, you will receive notifications using all opted in methods. For example, if you opt in to email and text messages for appointment notifications, you will receive both an email and a text message when you have an upcoming appointment scheduled.
- If a communication method is not listed for a notification, that method is unavailable for that notification.
- If a communication method has a lock icon, you will not be able to change the settings for that notification.



6. Scroll to the bottom of the page and click **Save changes** to finalize your preferences.



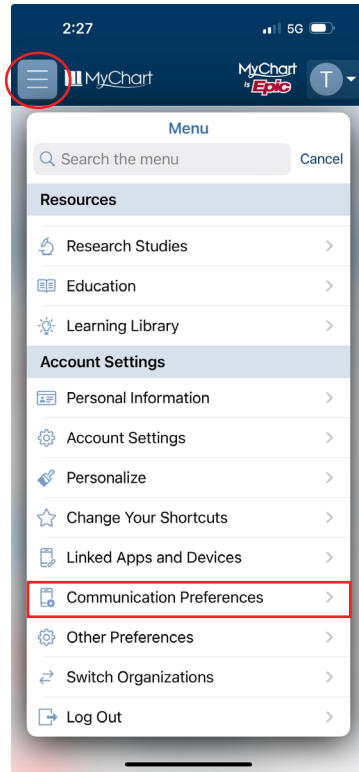
Changing Your **Communication Preferences** in **MyChart** (Mobile Device Instructions)

1. To access your communication preferences, click the Menu button at the top right of the webpage.

2. Scroll down to the bottom of the menu to the **Account Settings** section, then click **Communication Preferences**.

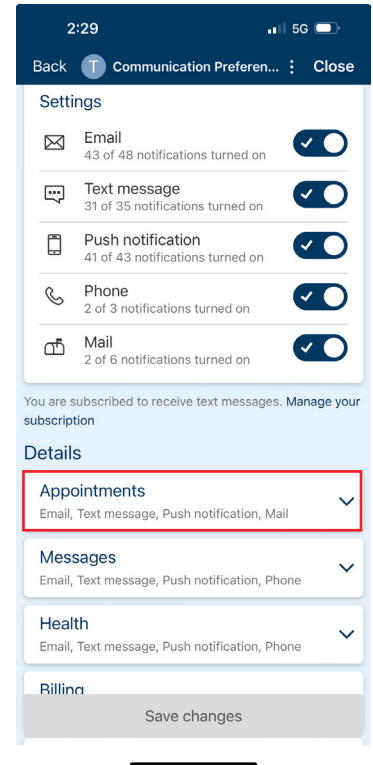
5. To update the communication method for an individual notification, click **Advanced settings** to view each notification type, then click the slider to opt in or out of that communication method.

- If you opt in to multiple communication methods for a notification, you will receive notifications using all opted in methods. For example, if you opt in to email and text messages for appointment notifications, you will receive both an email and a text message when you have an upcoming appointment scheduled.



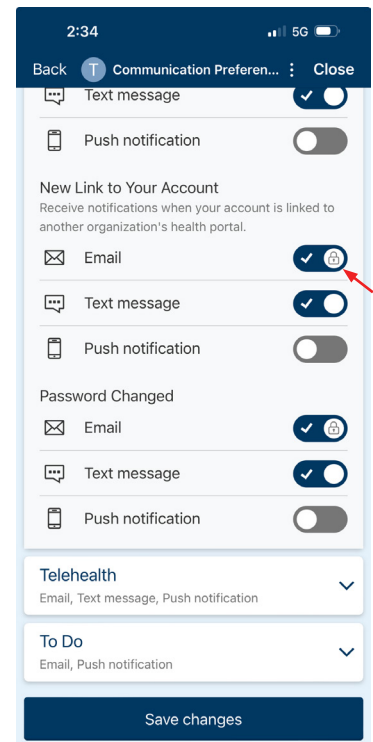
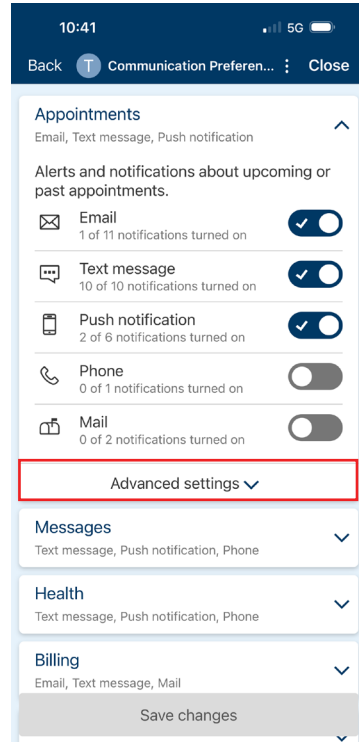
3. To opt into or out of a particular communication type, under **General**, click the slider icon to the right of the communication type.

4. To choose what types of communication methods will be used for each type of notification, scroll down to the **Details** section. Click a header underneath to expand its options, then click the slider to opt in or out of receiving notifications for a specific communication method.



- If a communication method is not listed for a notification, that method is unavailable for that notification.
- If a communication method has a lock icon, you will not be able to change the settings for that notification.

6. Click **Save changes** to finalize your preferences.



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