How to send an email:

[Start]

The following tutorial provides the steps required to send an email notification about an existing facility record with pending changes. Emails cannot be sent about facilities that do not exist in the database.

The first thing to do is select the facility you wish to contact. From either of the three pages within the record (Facility Information page, I-BHS Services/Director Information page, or Email Notifications/Comments page) you can scroll to the bottom and click on the “State Email Notification” button.

This brings you to the email page. You can now type the email address of the person you are trying to reach or you can select their address from the dropdown provided and click the “Select Email Address” button.

You can edit the subject line and then proceed to enter the content of the email.

Finally click on the send email and return button.

Note that the “State Email Notification” button that was at the bottom of the page has been replaced with a “State Acknowledge Email Receipt” button.

If you would like to view the contents of the email you just sent, click on the open envelope icon in the Email Contents column and you will be able to view the message. To return to the previous page, click the “Cancel and Return” button.

Thanks for following along. [End].