

Setting a Default Sending Provider in the Word Plug-in

Overview

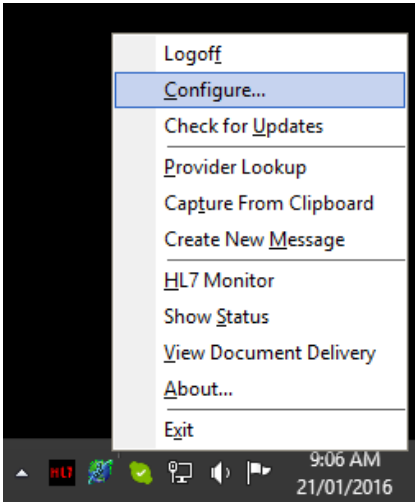
This guide provides an overview on changing the default sending provider within the Medical-Objects Word Plug-in.

If you have any questions or require assistance, please contact the Medical-Objects helpdesk on (07) 5456 6000.

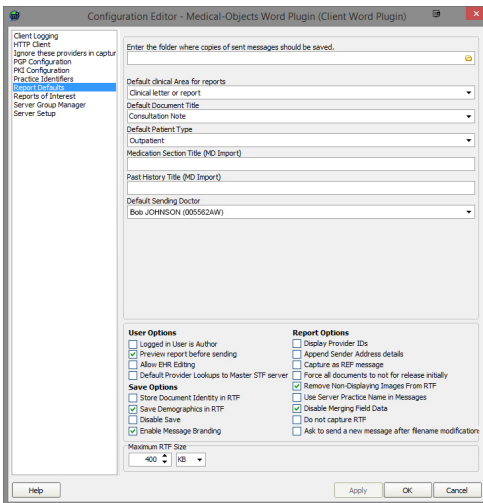
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Setting a Default sending doctor

1. Right click on the Globe icon in the tray, and select **Configure**.



2. Select **Report Defaults** from the left hand menu.



3. This section allows you to set the defaults for letters you send using the Word Plug-in. To change the Default provider name to send from, Use the drop down box under **Default Sending Doctor**. Click **Apply** and **OK** to save your configurations.