

# Sending an Email

## Overview

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This guide provides a brief overview on Sending an Email using the Medical-Objects Explorer (Meridian).

If you require any assistance with the installation or configuration, or if you have any questions, please contact the Medical-Objects Helpdesk on (07) 5456 6000.

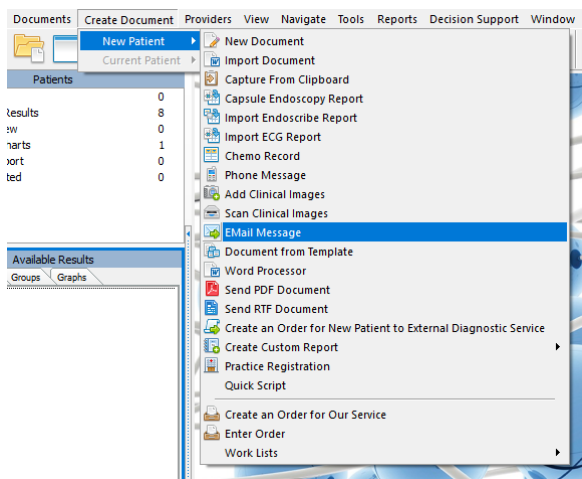
If you would like to send a quick email message, the Explorer allows you to do that by following these steps. Please note that these messages will **NOT** be stored within the Explorer Client. This section is still in development.

## Creating an Email

Note:

This feature does not keep a record of the message that is sent. You will always want to keep a record when discussing patients, so it would be better to use the **New Document** feature from the **Create Document** Menu or see the [Creating a Simple Text Message](#) page.

1. From the **Create Document** menu, Select **New patient**, and then select **Email Message**.



2. The following window will appear.

Email message

From:  
Reporting PROVIDER (RP4558000WD)

To:

CC:

Subject:  
Test

**B**

This is a test to demonstrate the e-mail function.

☐ PKI Sign Message

OK Cancel

3. Use the **Magnifying Glass** to select who you are sending the message to.
4. Add a Subject and Message.
5. Click **OK** to send.