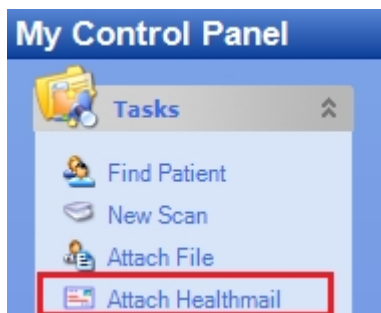
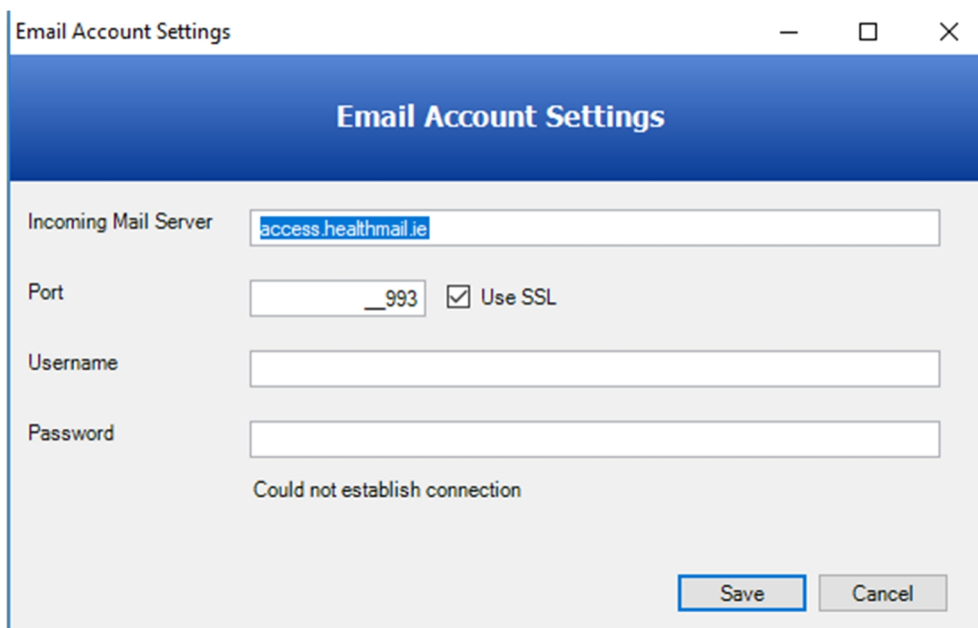


From Document Management System in Control Panel select **Attach Healthmail**.

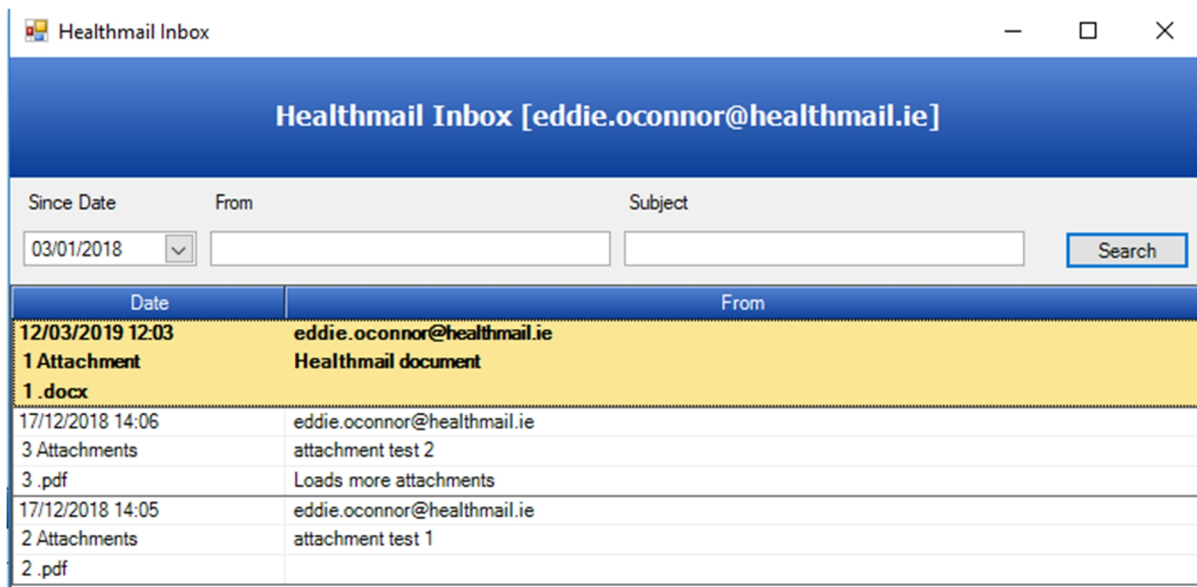


Or from the patients' chart, open Consultation > Documents and click the arrow beside the Attach File button. Select **Attach Healthmail**.

Enter your healthmail username and password to link your healthmail account to your Socrates account and click **Save**.

A screenshot of a web browser window titled 'Email Account Settings'. The window has a blue header with the text 'Email Account Settings'. Below the header, there are four input fields: 'Incoming Mail Server' with the value 'access.healthmail.ie', 'Port' with the value '_993' and a checked 'Use SSL' checkbox, 'Username', and 'Password'. Below these fields, there is a message 'Could not establish connection'. At the bottom right, there are two buttons: 'Save' and 'Cancel'.

If the username and password are successful then the inbox will appear. The inbox will default to show attachments received in the last 30 days. You can search by 'From' and 'Subject'.



If the inbox does not display on screen then click **Attach Healthmail** again to check what the error is e.g. invalid username or password.

