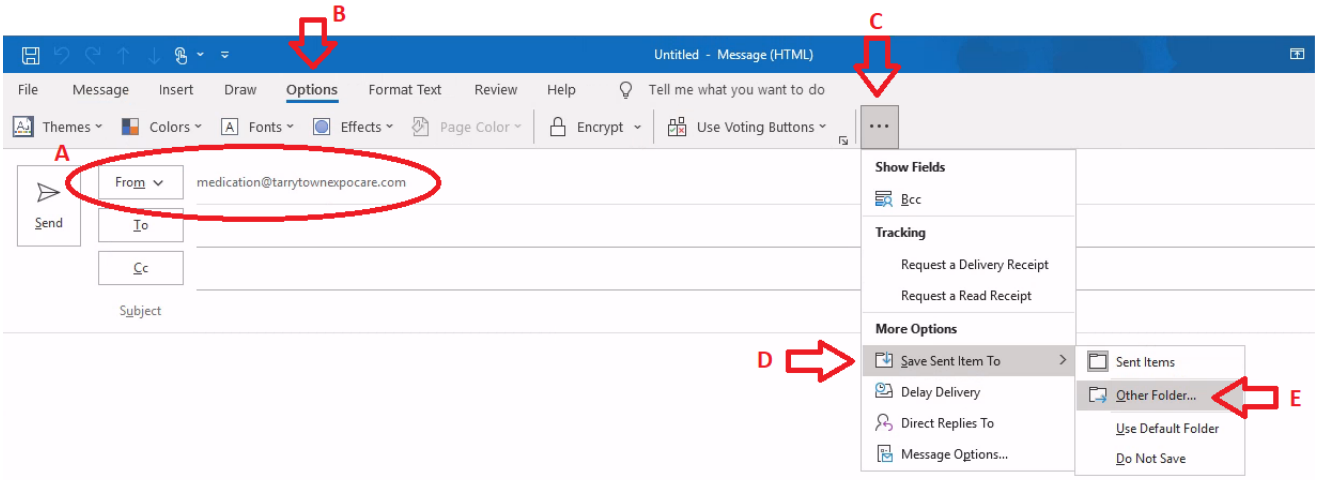
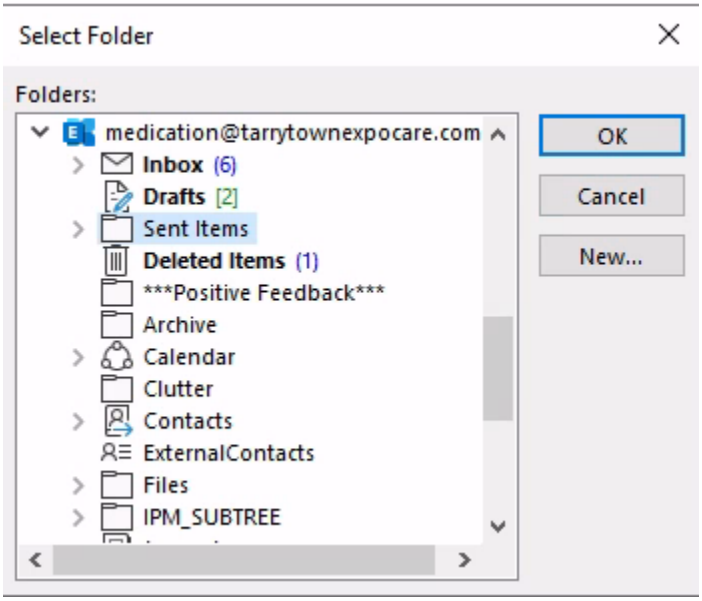
Setting Default Sent Location for Medication Mailbox

Depending on your settings in Outlook, you may need to change the default location for sent email from the Medication mailbox.

1. Click on the **Medication Inbox**
2. Access the Compose Mail window by clicking **New Email**
3. Make sure the **From** is set to medication@tarrytownexpocare.com
4. Click **Options** then the **three dots**
   Select **Save Sent Item To** then **Other Folder..**



5. Make sure it is set **to Medication mailbox and Sent Items** and hit **OK**