

Setting up a Medication Only Outlook Profile Option

If you would like, you can add an option where you have two Outlook Profiles: one for your individual mailbox and one for Medication Only. You can't be accessing both in Outlook at the same time, but you can setup Outlook that when it launches it prompts you which profile you want to access.

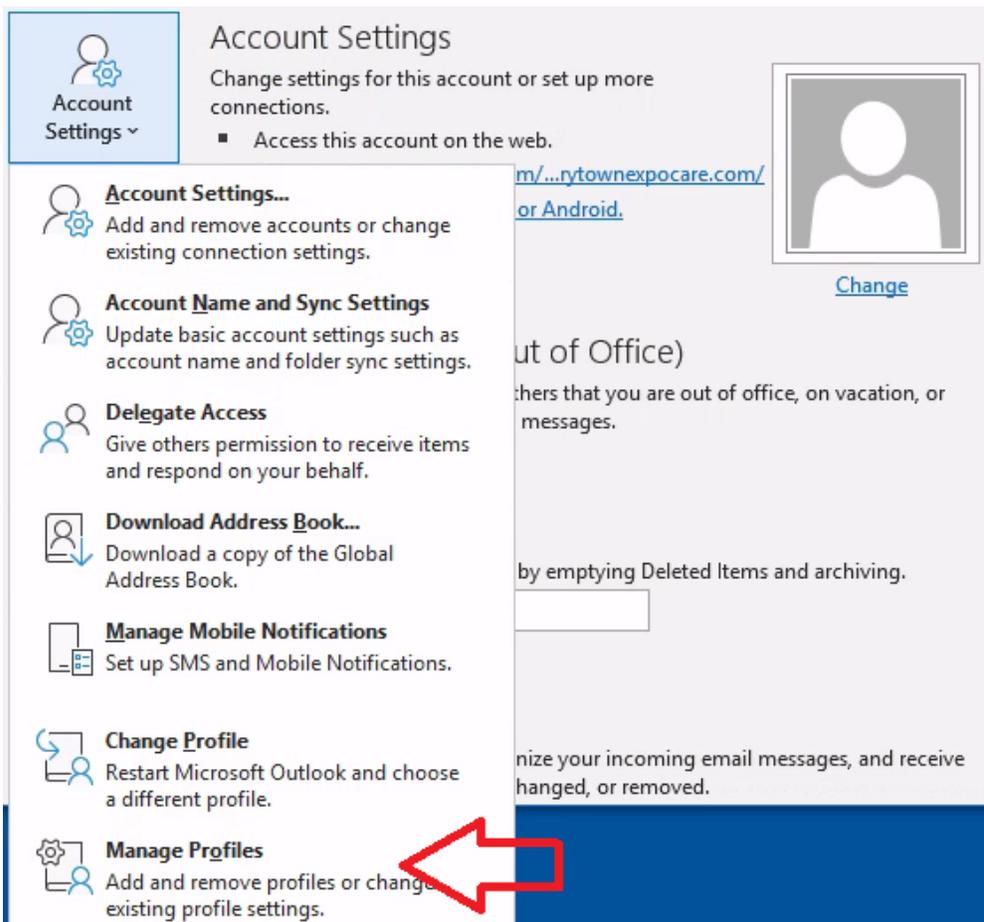
Below are instructions to set that up.

IMPORTANT – Follow the instructions VERY CAREFULLY

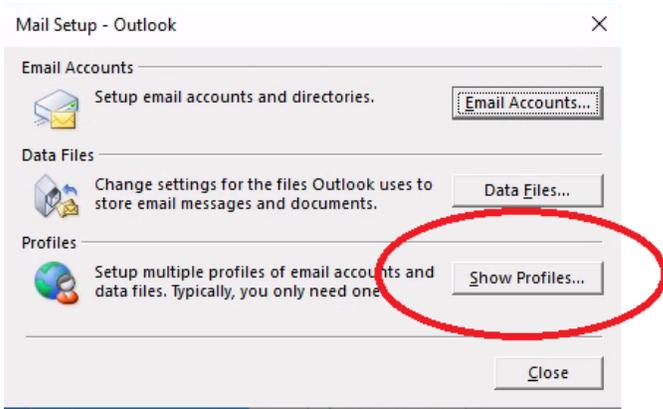
BEFORE STARTING - CONTACT YOUR SUPERVISOR TO GET THE PASSWORD FOR MEDICATION ACCOUNT

Adding MEDICATION ONLY Outlook Profile Option

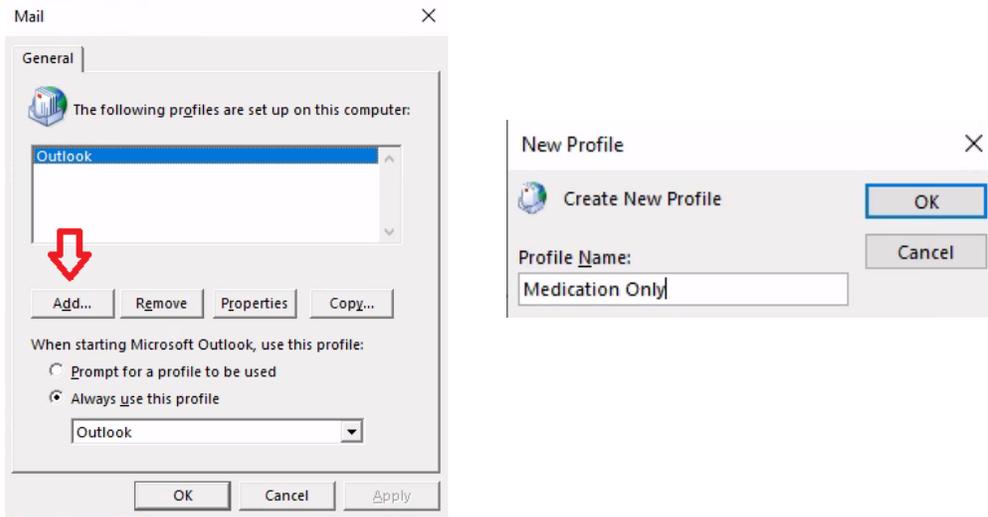
1. Launch **Outlook**
2. Click **File** then **Account Settings** and then **Manage Profiles** in the pull down menu



3. Click **Show Profiles**



4. Click **Add** and then enter **“Medication Only”** for Profile Name and hit **OK**

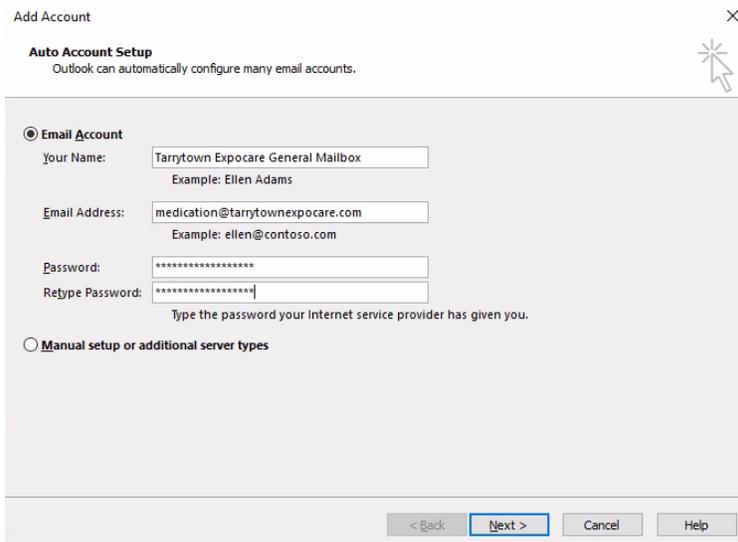


5. Carefully change the...

Email Address: **“medication@tarrytownexpocare.com”**

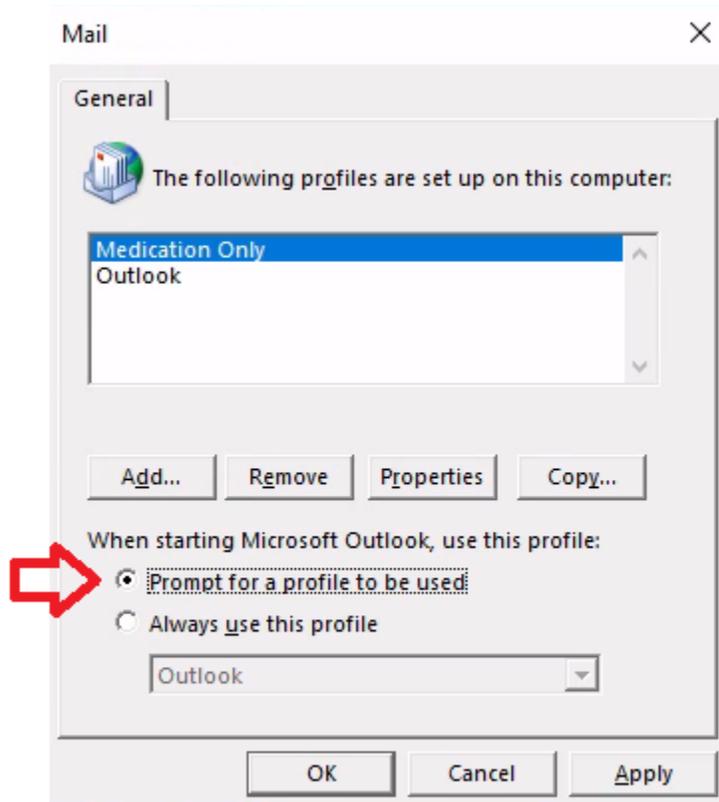
Your Name: **Tarrytown Expocare General Mailbox**

End enter the Medication mailbox **password twice** then hit **Next**

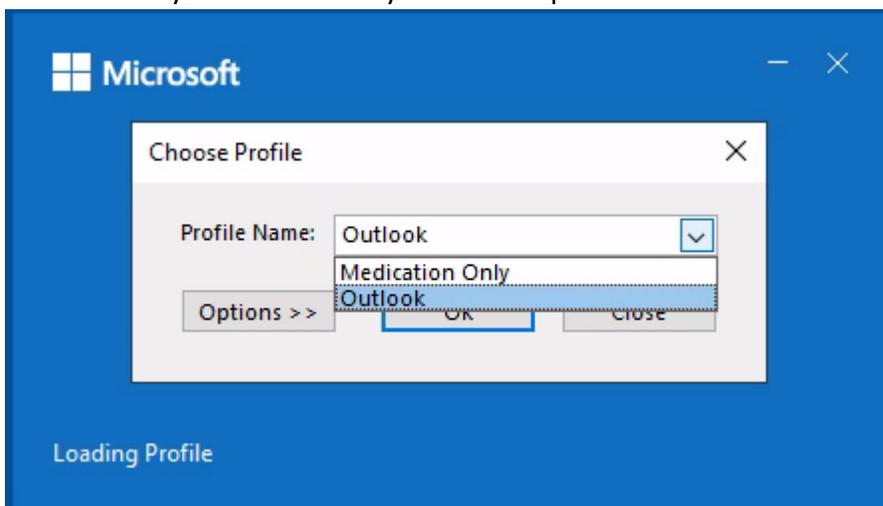


CONTACT YOUR SUPERVISOR TO GET THE PASSWORD FOR MEDICATION

6. It should download the configuration automatically and then hit **Finish**
7. IMPORTANT: Change the “When starting Microsoft Outlook, use this profile” setting to **Prompt for a profile to be used**



8. Then hit **OK**
9. Close and restart Outlook
10. Now when Outlook launches it will prompt you to pick the Outlook Profile you want to use
Pick **Medication Only** if you only want to deal with that mailbox
Pick **Outlook** if you want to use your normal profile



11. When you launch the Medication Only for the first time, it will take a moment to download the email
You can monitor progress in the grey bar at the bottom of Outlook window
When it is done it will state “This folder is up to date”

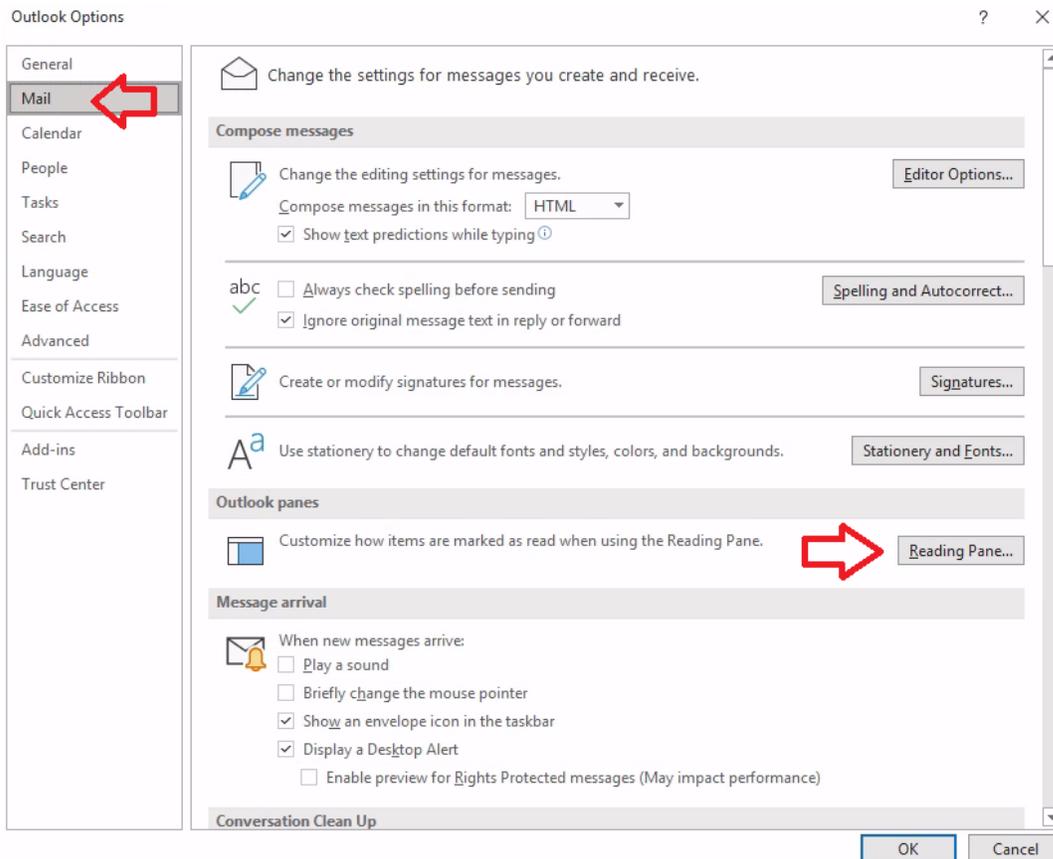
Updating Medication Shared Contacts. This folder is up to date. Connected to: Microsoft Exchange (Headers)

12. A couple more house cleaning items below – **please complete these additional steps very carefully**, which include:
 - a. **Turn off “Mark as Read” Settings in Medication Mailbox**
 - b. **Setup Facility Address Book**

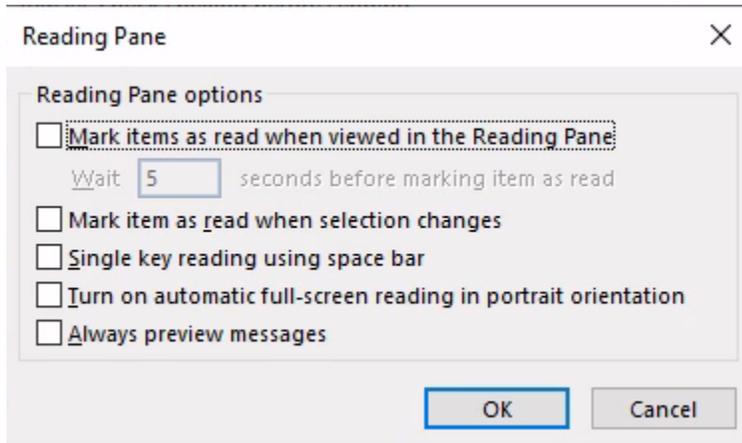
Turn off “Mark as Read” Settings in Medication Mailbox

By default Outlook will mark emails as read while in the Reading Pane view. It is important to turn that off if you are accessing the medication mailbox.

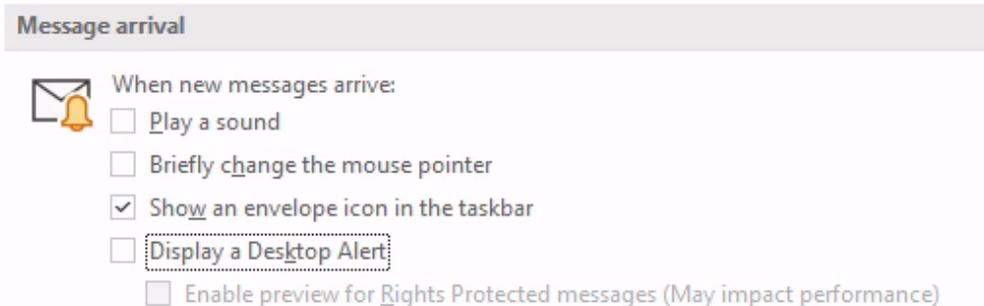
1. From within Outlook, select **File**, then **Options**
2. Select the **Mail** section
3. Click the **Reading Pane...** button



4. Make sure the following settings are unchecked and then hit **OK**
 - a. Uncheck **“Mark items as read when viewed in the Reading Pane”**
 - b. Uncheck **“Mark items as read when selection changes”**

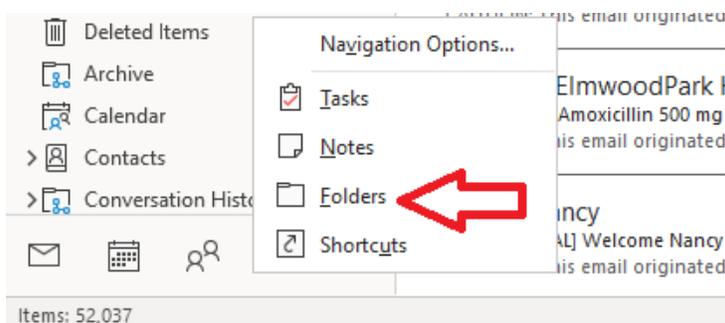


5. Now under the **Message Arrival** section be sure to uncheck **“Display a Desktop Alert”** as well



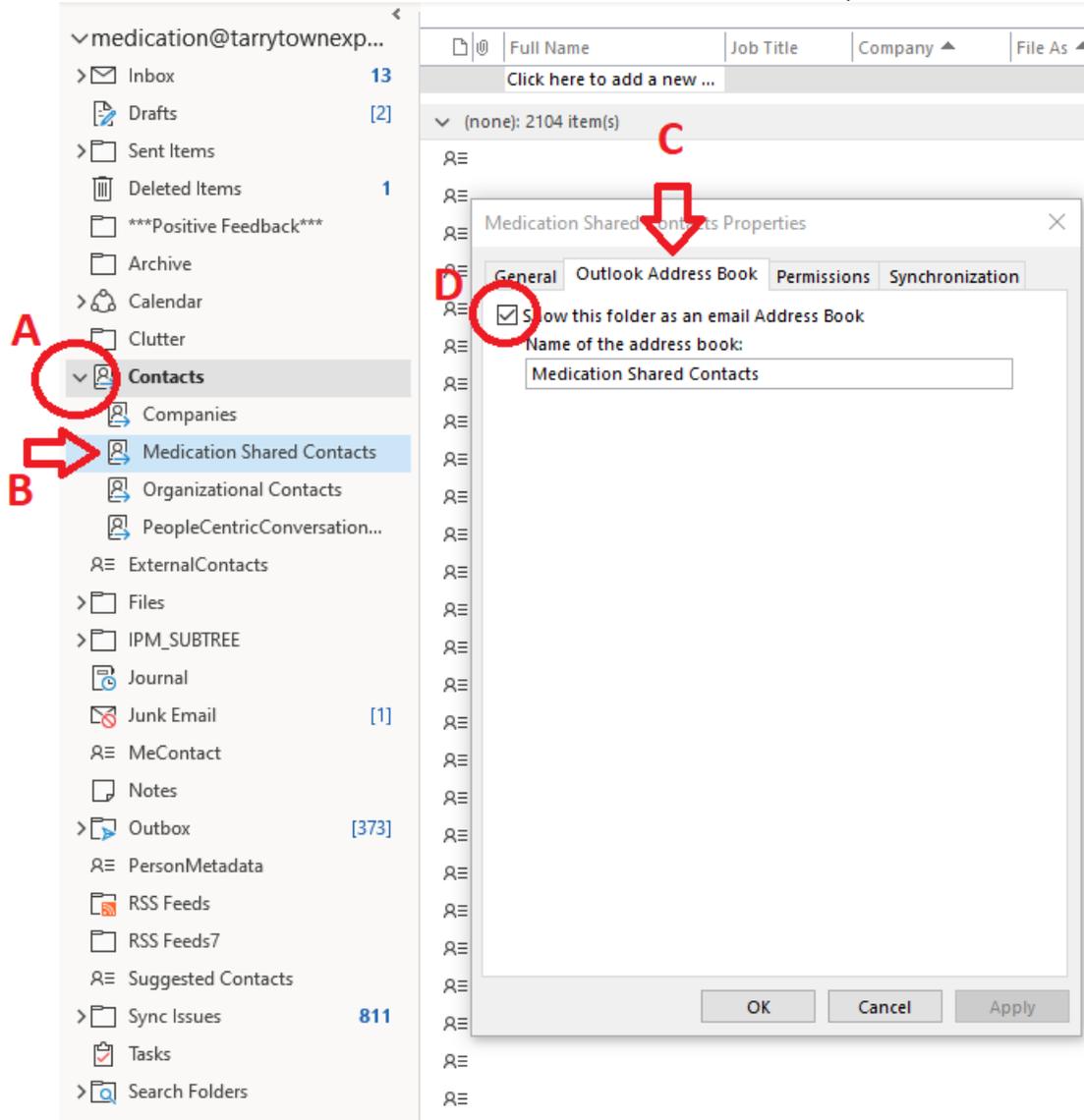
Setup Facility Address Book for Medication Only Mailbox Setup

1. Enter **Outlook**
2. In the bottom left corner there should be a **"Folders" icon** or if you don't see it, click the **"3 dots"** and select **Folders**



3. Find **Contacts** Folder in your left-pane and **expand it by clicking the far-left ">"**
4. **Right-Click** the **Medication Shared Contacts** and select **Properties**
5. Click the **Outlook Address Book** tab

6. **IMPORTANT** - Enable the "Show this folder as an email Address Book" option



7. Then hit **OK**