How to Update Your Appointment Reminder Settings

- 1. Login into MyChart
- 2. Click Menu in the top left:



3. Scroll all the way down, until you find Account settings



4. Click on Communication Preference



5. Communication Preferences page

enera	at	Details	
Conta Email	act Information	Appointments Email, Text message, Phone, Mail	~
boteinog(@southcoast.org Mobile phone 555-555-55555		Messages Email, Text message	~
Settings		Health Email. Text message	\sim
\square	Email 26 of 27 notifications turned on	Billing	~
÷	Text message 10 of 10 notifications turned on	Email, Text message	
S	Phone 1 of 1 notifications turned on	Questionnaires Email	~
ഫ്	Mail 1 of 1 notifications turned on	Account Management Email, Text message	~
		Telehealth Email, Text message	~
		Το Do	~

6. Click on Appointments

etails	
Appointments Email, Text message, Phone, Mail	~
Messages Email, Text message	~

7. Appointments will expand the field:

Details	5							
Appo Email,	<mark>pintments</mark> Text message, Phone, Mai	^						
Alerts	erts and notifications about upcoming or past appointments.							
\square	Email 3 of 4 notifications turn	ed on						
:;	Text message 4 of 4 notifications turn	ed on						
S	Phone 1 of 1 notifications turn	ed on	 					
ഫ്	Mail 1 of 1 notifications turn	ed on	 					
		Advanced settings 🗸						

8. Click on Advanced settings:

Advanced settings 🔨							
After Visit Summary							
☑ Email							
Appointment Confirmation Indicate how the automated system should notify you to confirm your appointment. Note: You must text "START" to 31060 from your mobile phone to receive Appointment Confirmations via text message.							
Text message							
& Phone	< <p></p>						

9. If text messages are turned off and you'd like them back on, follow the instructions in the description.