



Forwarding Notifications

Users have the ability to forward notifications to others by changing the email address in the subscription information.

Users typically use the forward function in the event of vacations or a leave of absence.

Users can forward notifications by following these steps:

1. Under the Notifications menu, click on “My Subscriptions.” The email address you are currently using for your notifications will be visible.
2. Enter the new email address that should receive the notifications.
3. To send the notifications to multiple users, enter additional email addresses by separating them with a semi-colon then a space.
4. Click “Save” at the bottom.

If you have questions or need additional assistance, please contact HealthInfoNet Customer Care at the following:

- **Email:** customer care@hinfonet.org
- **Phone:** 207-541-9250