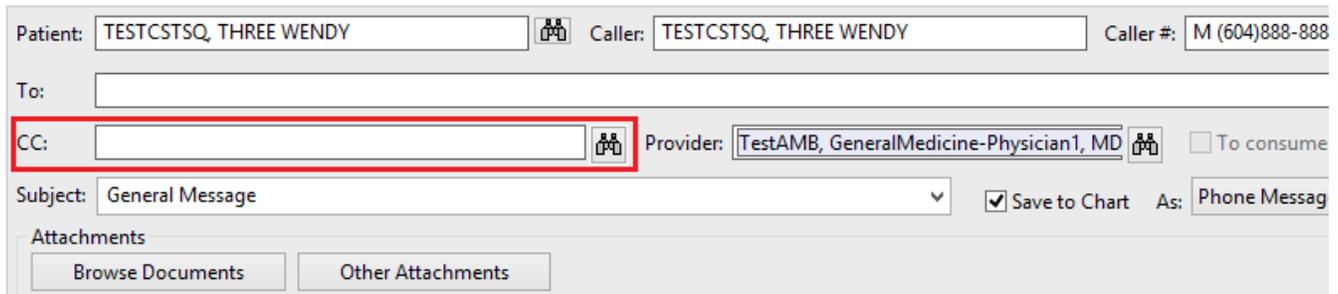


## Message Centre: How to CC

The **Carbon Copy (CC)** functionality can be used on Message Center to include another recipient in the message being sent.

To CC a recipient first type in the **LastName, FirstName** of the recipient in the **CC: row**. You can also click the **Binoculars** icon  to access your Address Book if you need to search for a particular person.



The screenshot shows a form for sending a message. The 'Patient' field contains 'TESTCSTSQ\_THREE WENDY' and the 'Caller' field also contains 'TESTCSTSQ\_THREE WENDY'. The 'Caller #' is 'M (604)888-888'. The 'To:' field is empty. The 'CC:' field is highlighted with a red border and contains a binoculars icon. The 'Provider:' field contains 'TestAMB, GeneralMedicine-Physician1, MD' and has a binoculars icon. There is a checkbox for 'To consume' which is unchecked. The 'Subject:' field is 'General Message' with a dropdown arrow. There are checkboxes for 'Save to Chart' (checked) and 'As:' with a dropdown set to 'Phone Message'. At the bottom, there are two buttons: 'Browse Documents' and 'Other Attachments'.

### Use the Address Book

The Address Book allows you to search all the possible recipients.

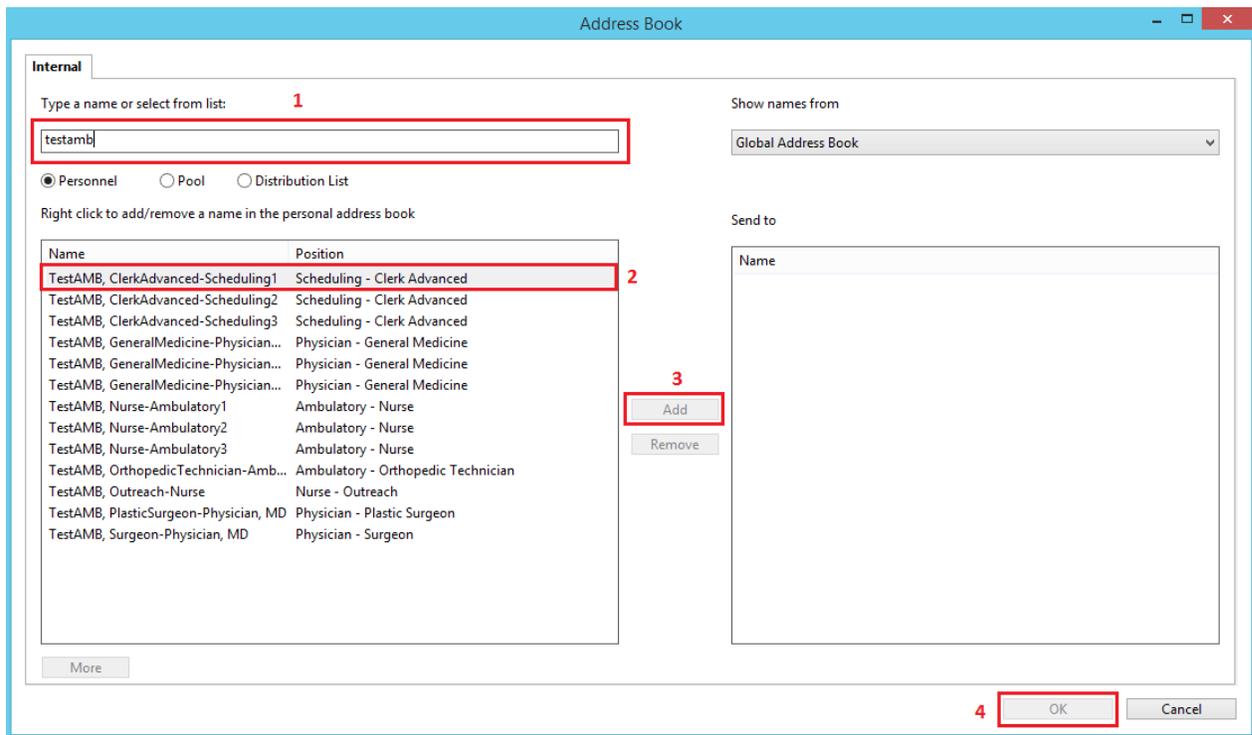
To search for your intended recipient:

1. Type in the Last Name of your intended recipient in the highlighted field.
2. Select the Name of the recipient in the search results.
3. Click **Add**.

Repeat steps 1-3 for additional recipients.

4. Click **OK** to complete.

Once you click **OK** the recipients you have selected will be added to the CC row, these recipients will receive a Carbon Copy of the email.



## Remove a Recipient

1. Click the red X next to the name of the recipient, to remove a recipient.

