

How to Set Up Email Notifications in IntelConnect

Please note:

This function only works if the I-MED Online user was the referring practitioner and has the correct provider numbers linked to their account.

1. Log in

Go to one of the following IntelConnect portals:

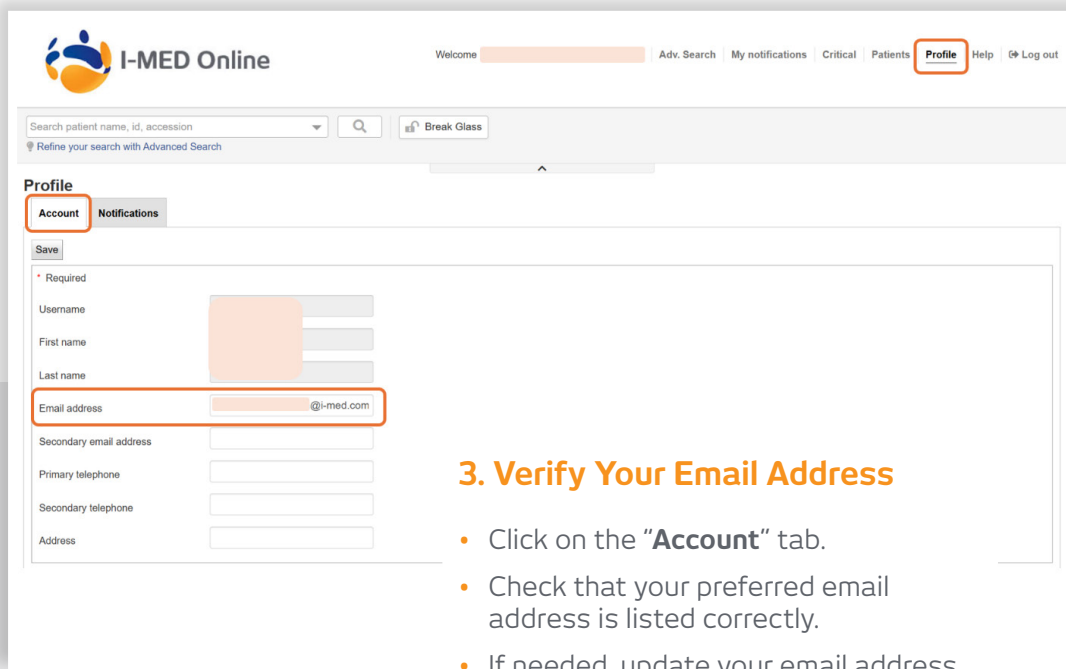
[IntelConnect I-MED](#)

[IntelConnect RIL](#)

[IntelConnect Alfred/Mater](#)

2. Go to Your Profile

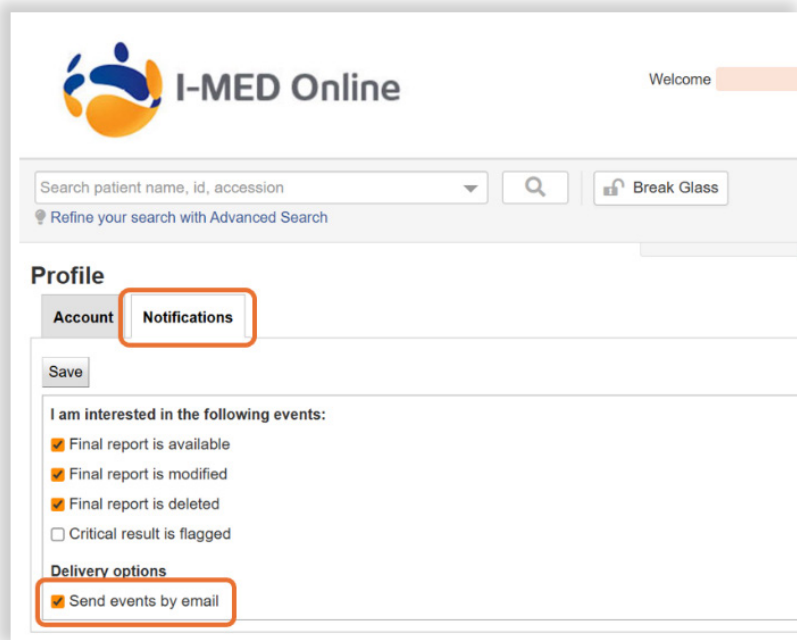
Once logged in, locate and click on "Profile" in the navigation menu.



The screenshot shows the I-MED Online interface. At the top, there's a navigation bar with "Welcome" followed by a dropdown menu. The "Profile" tab is highlighted in the navigation bar. Below the navigation bar, there's a search bar with the text "Search patient name, id, accession" and a "Break Glass" button. The "Profile" section has two tabs: "Account" (selected) and "Notifications". Under the "Account" tab, there's a "Save" button and a "Required" section. The "Email address" field is highlighted with a red box, showing a placeholder "@i-med.com". Other fields include Username, First name, Last name, Secondary email address, Primary telephone, Secondary telephone, and Address.

3. Verify Your Email Address

- Click on the **"Account"** tab.
- Check that your preferred email address is listed correctly.
- If needed, update your email address and click **"Save"**.



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4. Set Up Notifications

- Go to the **"Notifications"** tab.
- Choose the events you want to follow.
- Under **"Delivery options"**, check the box **"Send events by email"**.
- After making your selections, click **"Save"**.