

Watershed Mail – Secure Email in Watershed

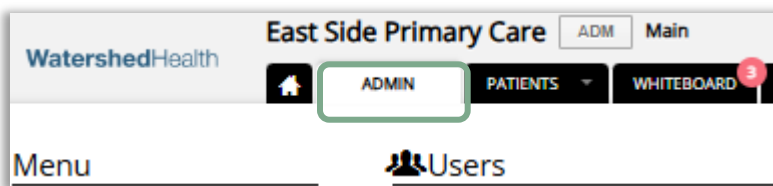
What is Watershed Mail?

Watershed accounts enable secure email communication between users. Watershed Mail is a secure email feature within the Watershed Application that enables users to exchange patient information, including PHI, safely.

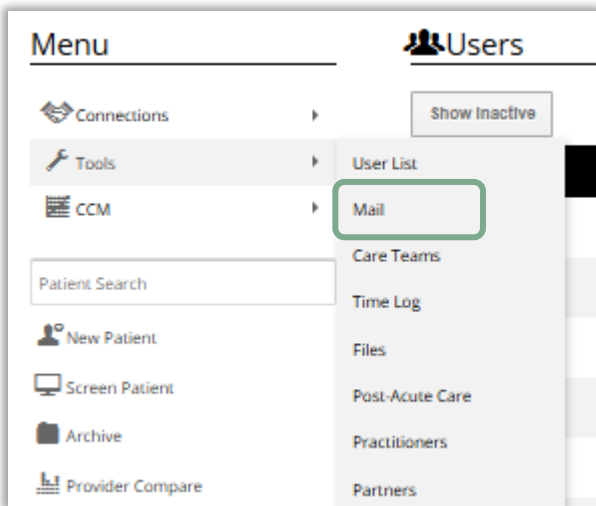
Add Watershed Mail to a User Account

Only User Managers can grant mail access.

- Login to Watershed as a **Practice Administrator** role
- Select the **'Admin'** tab from the top of the screen



- From the **'Tools'** menu, click **'Mail'**



- Check the box under **'Individual Mail'** to enable Watershed Mail for the user.

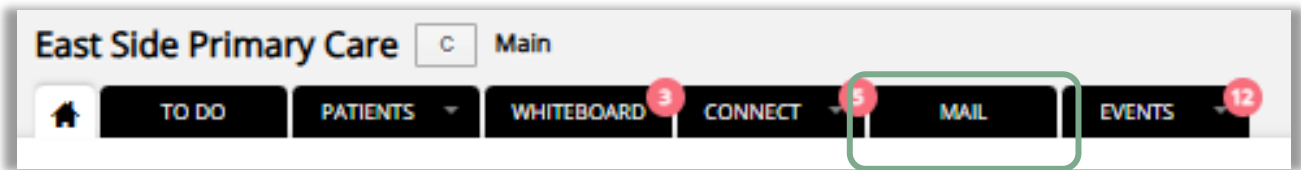
A screenshot of the "Institution WMail Users" table. The table has four columns: "Name", "Individual Mail", "Primary Admin", and "Unread Whiteboard". The "Individual Mail" column contains checkboxes, with the checkbox for "Trimble, Michelle" checked (highlighted with a green box).

Name	Individual Mail	Primary Admin	Unread Whiteboard
Trimble, Michelle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
test, test	<input type="checkbox"/>	<input type="checkbox"/>	0
Smith, Judy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0

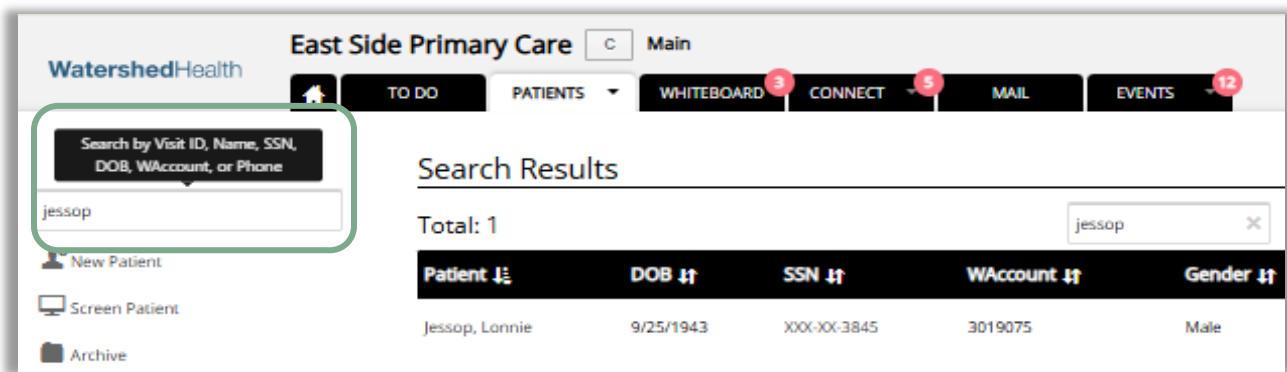
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Access Watershed Mail

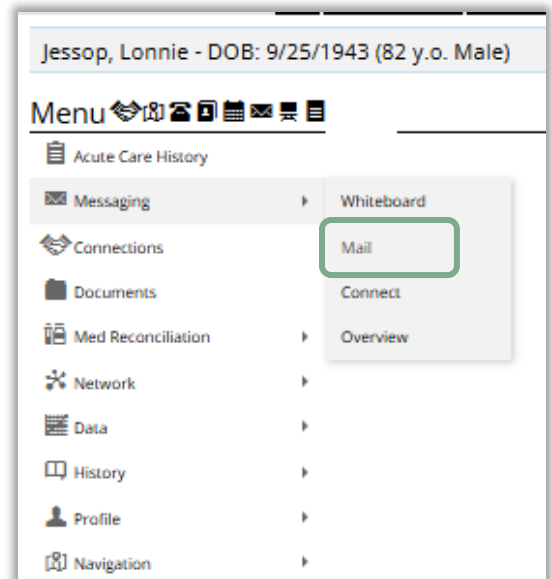
You can access Watershed Mail from the system navigation tabs at the top of the screen



Or from the patient’s Watershed record:



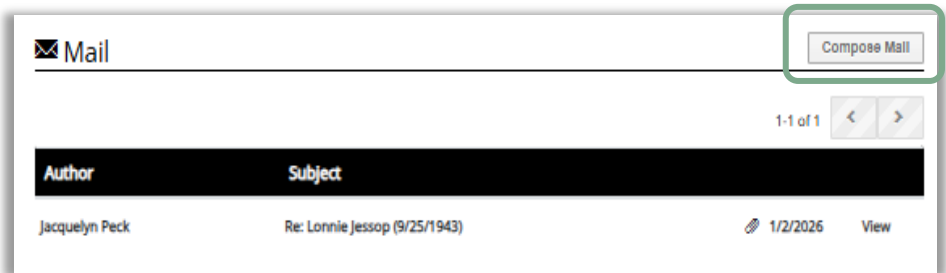
- Search the patient’s name, DOB, SSN, or phone
- Click the **patient name** to enter the Watershed record
- Hover over ‘**Messaging**’ > Click ‘**Mail**’



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Send Watershed Mail

To send a Watershed Mail click 'Compose Mail'



Compose Watershed Mail

1. Search and select the recipient
2. (Optional) Connect the Watershed Mail to a specific patient
3. Write your message and add attachments
4. Click 'Send'

