

## How do I add email addresses of our practice team?

### Click on settings

When you log into your DRINFO audit, the first screen (before you access a month audit report folder) has a tool bar on the left hand side.



Click on the **settings** icon to change your password, update practice name, address or phone information, or add email addresses etc.



Click on **edit** and add email the addresses of the Practice Manager, Nurses and Doctor (separated by a ;) so that they will receive our newsletters and notifications of when each months audit has been processed.

Save Changes

Remember to **save changes** by clicking