

BING - Register an Account with EasyPost Mailroom



Digital Health
CONNECTING BEST CARE

Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

- Register a User account with *EasyPost Mailroom*.

Definitions:

BING – Virtual mailroom used at Western Health to send patient's correspondence via text messages or post.

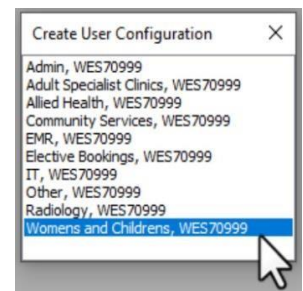
EasyPost Mailroom – desktop application to allow users to send patient letters from iPM and EMR.

Registering a User Account with EasyPost Mailroom

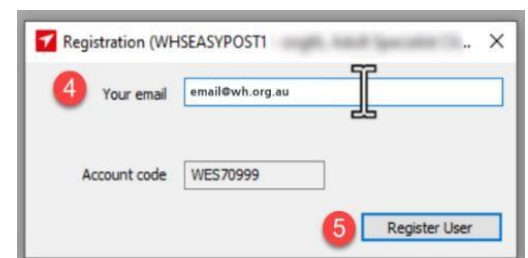
1. Double-click on the EasyPost Mailroom application from your desktop.
2. Click on the **Get Started** button.



3. From the Create User Configuration window, **select your department**.



4. Enter your Western Health email address.
5. Click the **Register User** button.



6. Registration successful message displays. Click OK. You are now registered to use *EasyPost Mailroom*.

