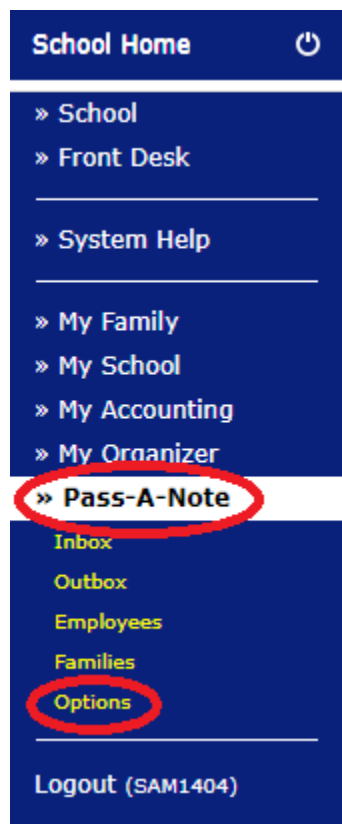




Enabling Pass-a-Note E-Mail Notifications for Referrals & Nurse Visits

1. Log into Sycamore **from a desktop or your phone's web browser**. This cannot be done using the app.

On the left side, you will see an option called "Pass-A-Note." Click it. Then click "Options".



Continues on Next Page

2. On the screen that opens, scroll all the way to bottom. You will see a section called “Forwarding Options.” Click the checkbox next to “Email Option” and enter your preferred e-mail address in the box. *Note that only one e-mail can be entered at this time.*

My Organizer / Utilities / **Options**

[Pass-A-Note](#)

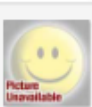
Instant Notification

Receive Pop Up On Top

Audio Alert

Audio Notification

Color **Text**

Image 

50x50

Signature


Background Image

Forwarding Options

Email Option When receiving a Pass-A-Note, forward it on to this email address.

Address

3. Click “Update” at the top right to save the changes.

Good Morning, Dad & Mom 

4. You will now receive an e-mail any time a staff member submits a “Pass-A-Note” for a referral or nurse visit.