

CUSTOMIZING SHORTCUTS IN MYCHART

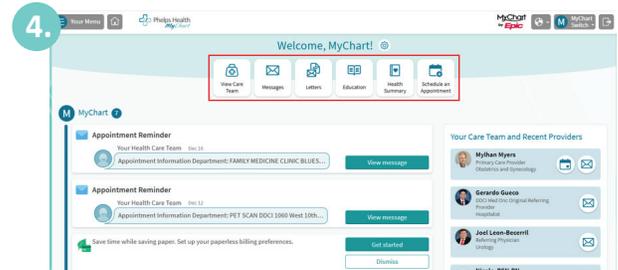
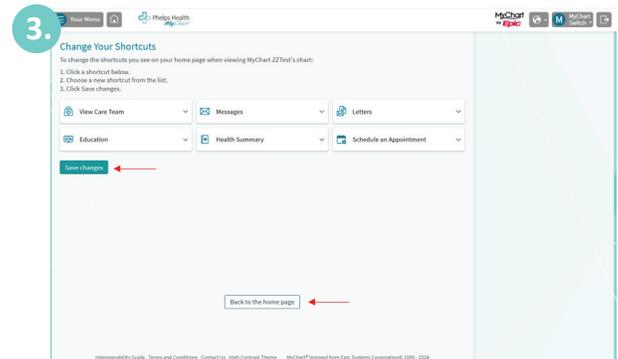
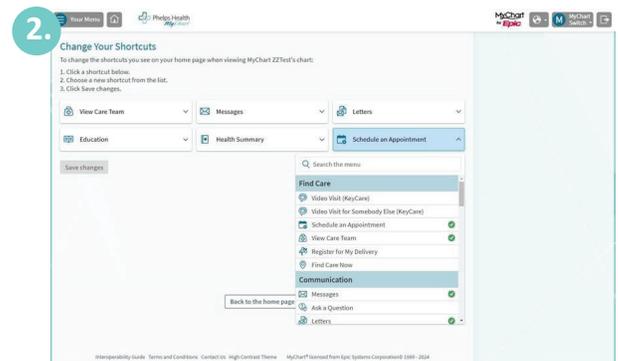
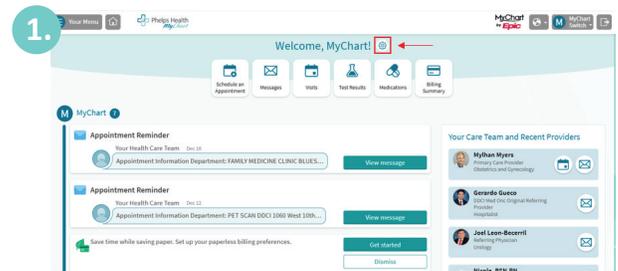
Customize your shortcuts in MyChart to easily access the features you use most often.

1. On the MyChart home page, click the gear icon above the shortcuts.

2. Select the shortcut you want to change and choose a new option from the dropdown list. Repeat for additional shortcuts or proceed to the next step.

3. Click “Save changes,” followed by “Back to the home page.”

4. Your updated shortcuts will now appear on the home page.



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For questions about Phelps Health MyChart, email mychart@phelpshealth.org or call (573) 458-7550.