

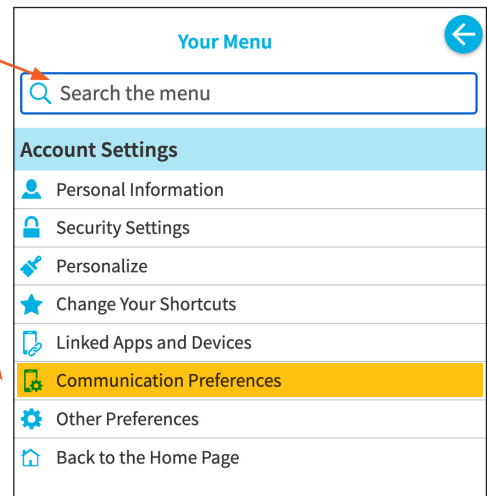
# How to Adjust your Notification Preferences on Summa Health MyChart

MyChart users have the ability to control how they receive notifications from MyChart, whether via text, email, phone call or mail. These notifications do not contain personal health information.

**Step 1:**  
Log in to MyChart.



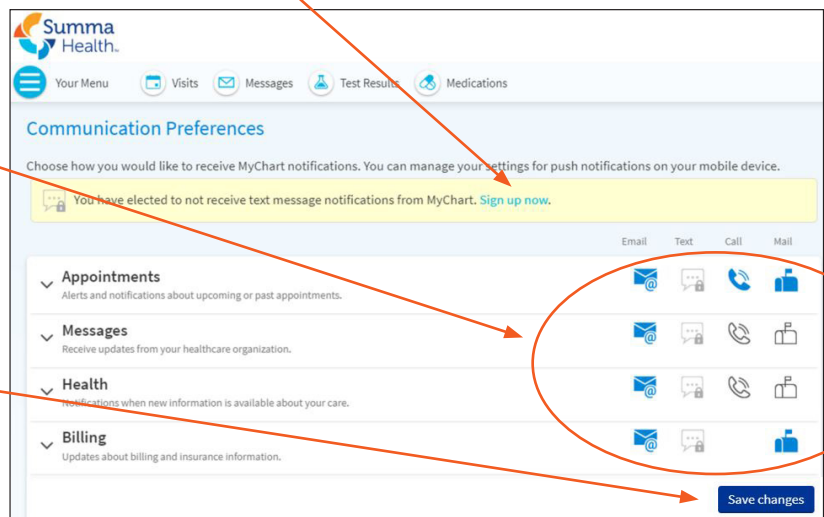
**Step 2:**  
Search the menu or navigate to Communication Preferences under Account Settings.



**Step 3:**  
We recommend opting in to receive text notifications for all appointment-related messaging to ensure you are aware of all upcoming and past appointment details.

**Step 4:**  
Choose how you would like to receive MyChart notifications by clicking on the email, text, call or mail icons. A blue icon indicates that you are opting in to receive that type of communication.

**Step 5:**  
Save your notification preference changes.



If you need help adjusting your appointment notifications, you can ask the front desk or your care provider to adjust these settings at your next visit. You also can call **234.475.6789** for questions or assistance.