TeleCBT eMail Set Up

You have been assigned a TeleCBT email address to use for correspondence with other TeleCBT therapists and admin staff, and to use to login to the TeleCBT platform.

All correspondence with clients should be through the TeleCBT platform, which is encrypted and complies with privacy legislation. However, in an emergency, clients can be contacted through your TeleCBT email for administrative or appointment booking purposes. Email should never be used as part of the therapeutic process.
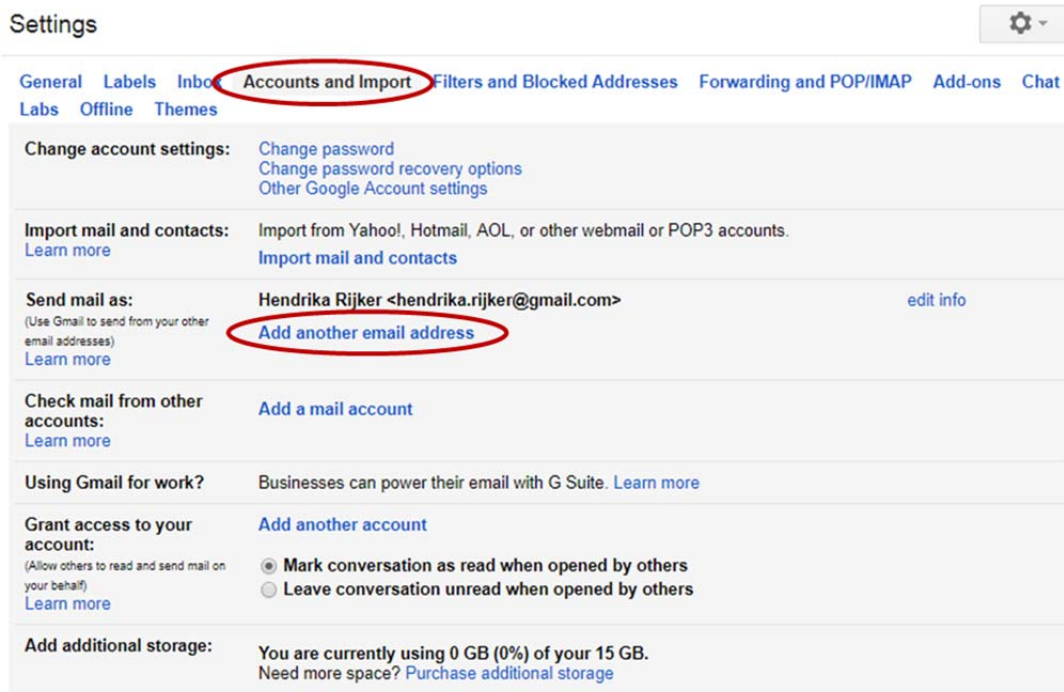
Your TeleCBT email address is **<firstname>.<lastname>@telecbt.ca**

Your TeleCBT email will automatically forward to your personal email address.

1. **Set up your Gmail account to allow you to respond from your TeleCBT email address**

   - Go to Gmail Settings
   - Choose Settings
   - Click the 'Accounts and Imports' tab at the top
   - In the 'Send Mail As' section, choose 'Add another email address'

- Enter your Name and TeleCBT email address
- Click 'Treat as alias'
- Click on 'Next Step'

Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name: Hendrika Rijker
Email address: hendrika.rijker@telecbt.ca
☑ Treat as an alias. Learn more
Specify a different "reply-to" address (optional)

Cancel   Next Step »

- Enter smtp server: smtp.1and1.com. **You will need to overwrite the pre-populated server.**
- Enter port: 587
- Username: your TeleCBT email address. **Ensure your entire email address is entered, including "@telecbt.ca".**
- Password: *Your password was emailed to you*
- Click 'Secured connection using TLS'
- Click 'Add Account'

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through telecbt.ca SMTP servers Learn more

SMTP Server: smtp.1and1.com   Port: 587 ▼
Username: hendrika.rijker@telecbt.ca
Password: ••••••••••
◉ Secured connection using TLS (recommended)
◯ Secured connection using SSL

Cancel   « Back   Add Account »

- You will be asked to verify your request. An email with a confirmation code and link will be sent to your telecbt.ca email address (and therefor forwarded to your gmail account).

Add another email address you own

Confirm verification and add your email address

Congratulations, we successfully located your other server and verified your credentials. Just one more step!
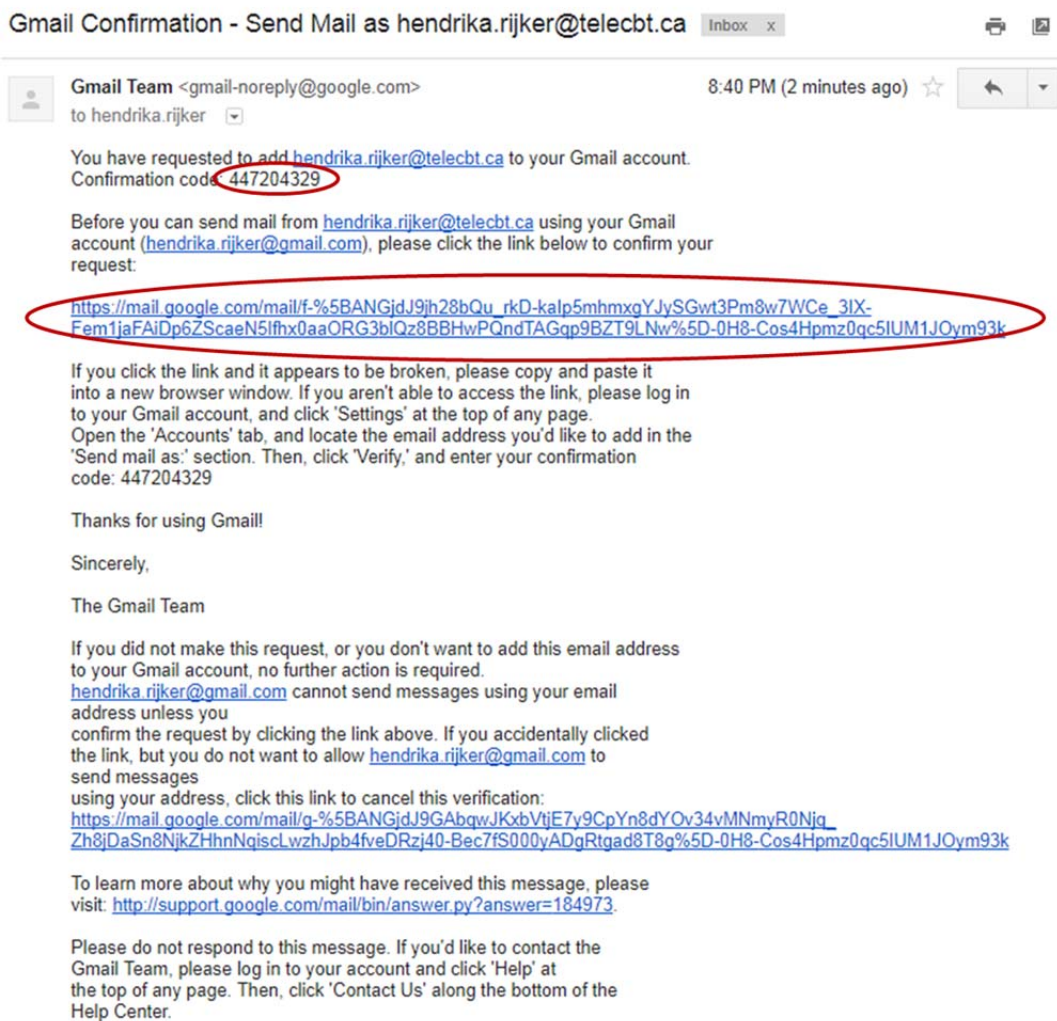
An email with a confirmation code was sent to **hendrika.rijker@telecbt.ca**. [Resend email]
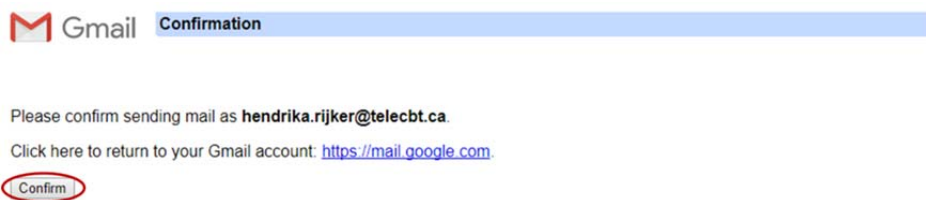To add your email address, do one of the following:

Click on the link in the confirmation email   OR   Enter and verify the confirmation code
[   ] Verify

Close window

- Click on the 'Inbox' for your Gmail account, and find the email from the Gmail Team.
- You can either click on the link in the email to verify your account, or you can enter the verification code in the 'Confirm verification and add your email address' window. It is easiest to click the link!

Gmail Confirmation - Send Mail as hendrika.rijker@telecbt.ca Inbox x

Gmail Team <gmail-noreply@google.com>   8:40 PM (2 minutes ago)
to hendrika.rijker

You have requested to add hendrika.rijker@telecbt.ca to your Gmail account.
Confirmation code: 447204329

Before you can send mail from hendrika.rijker@telecbt.ca using your Gmail account (hendrika.rijker@gmail.com), please click the link below to confirm your request:

https://mail.google.com/mail/f-%5BANGjdJ9jh28bQu_rkD-kaIp5mhmxgYJySGwt3Pm8w7WCe_3IX-Fem1jaFAiDp6ZScaeN5Ifhx0aaORG3blQz8BBHwPQndTAGqp9BZT9LNw%5D-0H8-Cos4Hpmz0qc5IUM1JOym93k

If you click the link and it appears to be broken, please copy and paste it into a new browser window. If you aren't able to access the link, please log in to your Gmail account, and click 'Settings' at the top of any page.
Open the 'Accounts' tab, and locate the email address you'd like to add in the 'Send mail as:' section. Then, click 'Verify,' and enter your confirmation code: 447204329

Thanks for using Gmail!

Sincerely,

The Gmail Team

If you did not make this request, or you don't want to add this email address to your Gmail account, no further action is required.
hendrika.rijker@gmail.com cannot send messages using your email address unless you
confirm the request by clicking the link above. If you accidentally clicked the link, but you do not want to allow hendrika.rijker@gmail.com to send messages
using your address, click this link to cancel this verification:
https://mail.google.com/mail/g-%5BANGjdJ9GAbqwJKxbVtjE7y9CpYn8dYOv34vMNmyR0Njq_Zh8jDaSn8NjkZHhnNqiscLwzhJpb4fveDRzj40-Bec7fS000yADgRtgad8T8g%5D-0H8-Cos4Hpmz0qc5IUM1JOym93k

To learn more about why you might have received this message, please visit: http://support.google.com/mail/bin/answer.py?answer=184973.

Please do not respond to this message. If you'd like to contact the Gmail Team, please log in to your account and click 'Help' at the top of any page. Then, click 'Contact Us' along the bottom of the Help Center.

- After you click the link in the email, a confirmation window the pop up. Click on 'Confirm'.

M Gmail **Confirmation**

Please confirm sending mail as **hendrika.rijker@telecbt.ca**.
Click here to return to your Gmail account: https://mail.google.com.
Confirm

- You will then see a 'Conformation Success' window.

M Gmail **Confirmation Success!**

The Gmail user may now send mail as **hendrika.rijker@telecbt.ca**.
Click here to return to your Gmail account: https://mail.google.com.

- In order to make it easier to respond to any messages which come to your TeleCBT account, you will need to adjust your 'Reply as' settings.
- Go back to Gmail Settings ![gear icon]
- Choose Settings
- Click the 'Accounts and Imports' tab at the top
- In the 'Send Mail As' section, click 'Reply to the same address the message was sent to'

2. Set up your TeleCBT signature

- Go to Gmail Settings ⚙️▾
- Choose Settings
- Click the 'General' tab at the top
- Scroll down to the 'Signature' section
- Choose your TeleCBT account from the drop down list
- Enter your signature as per the example below
- Click 'Insert this signature before quoted text in replies…'

John Smith MSW, RSW | Counselor | TeleCBT Inc
john.smith@telecbt.ca | www.telecbt.ca
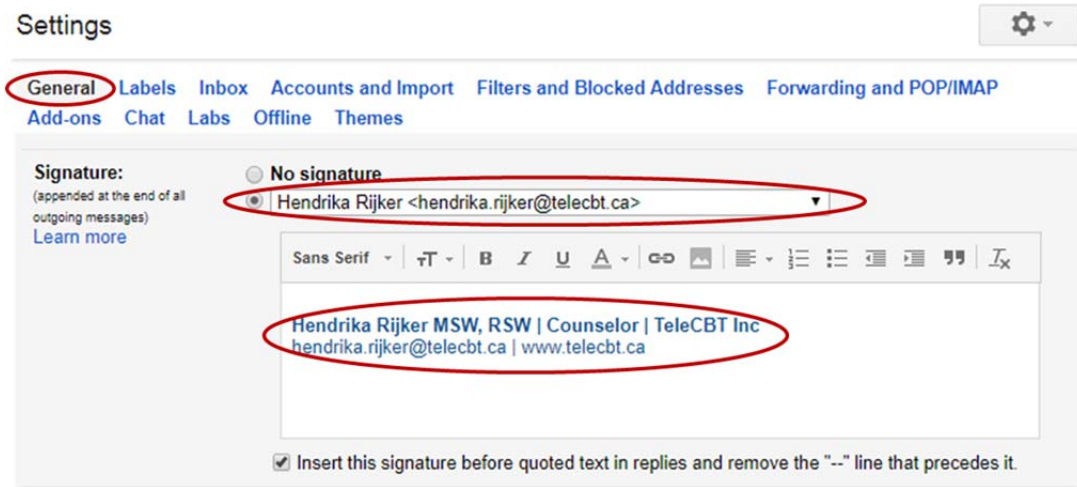
- To create a hyperlink for the website, highlight the website and click on the Hyperlink button. A hyperlink will be inserted. You can do the same for your email address.
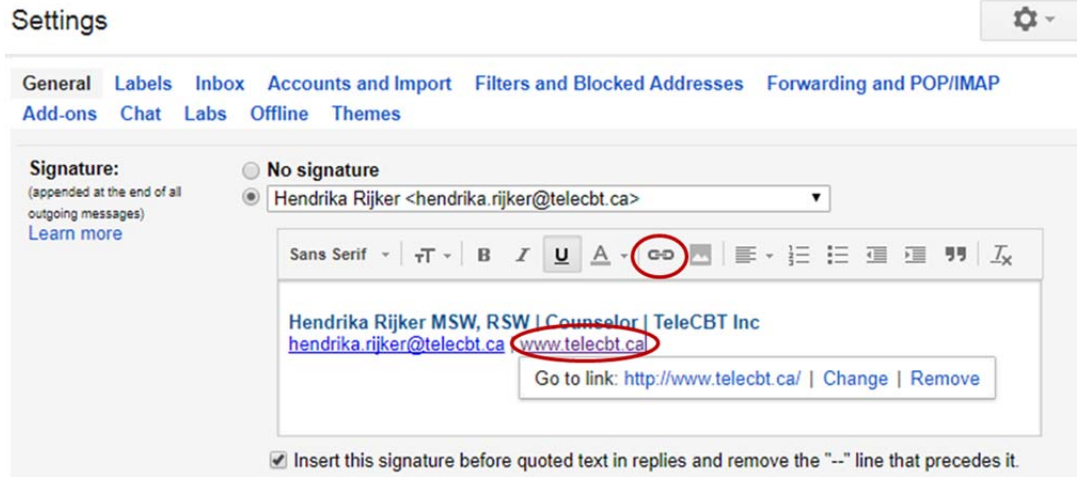
- Scroll down to the bottom of the page.
- Click 'Save Changes'