1. **Download DocbookMD.**
   a. Download the app to an iPhone, iPad or Android device from the App Store or Google Play.
   b. Click "I’m New To DocbookMD."
   c. Enter an email address and create a DocbookMD password.
   d. If the email used is not an email the medical society has on file, physicians will be asked to enter a medical society ID # to complete registration.

2. **Send a message with a five-minute priority and attach an image.**
   a. Open “Messages” from the main menu.
   b. Tap the icon in the top right corner to compose a new message.
   c. Look for a colleague that has the icon next to their name.
   d. Type “Test” in the message body and then tap the icon at the bottom of the screen to attach a photo from your phone or take a new photo from within the app.
   e. Tap the icon to assign a 5-minute priority and send the message to your colleague.

3) **Invite a colleague to use DocbookMD**
   a. Browse the physician directory for a colleague you want to message, but who doesn’t have a icon next to their name.
   b. Open their profile and tap the “Send an Invitation” button.

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*DocbookMD is a FREE benefit of your medical society membership.*
4. Invite a Care Team member to join you on DocbookMD.
   a. Open the app from your mobile device.
   b. Click the Care Team tab.
   c. Tap “Let’s Get Started.”
   d. Enter the first and last name of the person you want to invite and either their email address or mobile number.

5. Dictate a message and forward to a physician colleague or a member of your DocbookMD Care Team.
   a. Open a message from your inbox and press the icon.
   b. Select a colleague you want to forward the message to.
   c. Type “Dictation” in the message body and tap the icon at the bottom of the keyboard and dictate a short message to your colleague.
   d. Press “Send.”

6. Set up Enhanced Notifications with your email and cell number.
   a. From the main menu, go to “Settings.”
   b. Make sure “Enhanced Notifications” is switched to “on.”
   c. Enter your email address and phone number and press “done.”
   d. Now you’ll be alerted via a text message and email when you have a new DocbookMD message.

Trouble registering for DocbookMD or using the app?
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