

Updating Communication

Preferences in MyChart

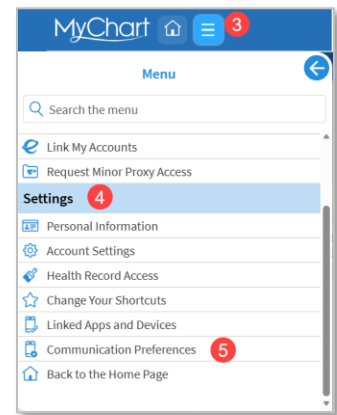
How patients can update their Communication Preferences in their MyChart account.



Update your Communication Preferences

MyChart can notify you about upcoming appointments, new test results, and more. You can choose to get only the types of notifications you want, when and how you want them. Communication Preferences allows you to update your notifications in MyChart in one place.

1. Go to <https://mychart.ouepic.ca>
2. **Log in** to your MyChart account.
3. Go to the **Menu**.
4. Go to **Settings**.
5. Select **Communication Preferences**.
6. In the **General** section, you see the email address and mobile phone number where you will get notifications.
7. Click on **Review contact information**.
8. This link will take you to your **Personal Information** page.





For more information please access the [Tip Sheet, Updating Personal Information](#) from your [Learning Library](#).



For a detailed demonstration, please watch the [Video, Updating Personal Information](#) from your [Learning Library](#).

Update your General Notification Settings

1. Go to the **Settings** section. Beside each communication method, there is a toggle. Turn the toggle  = OFF /  = ON, based upon how you wish to get your notifications.
2. Below each method, you will see the number of notification types that are turned on. These can be further **customized in the Details section** to the right.

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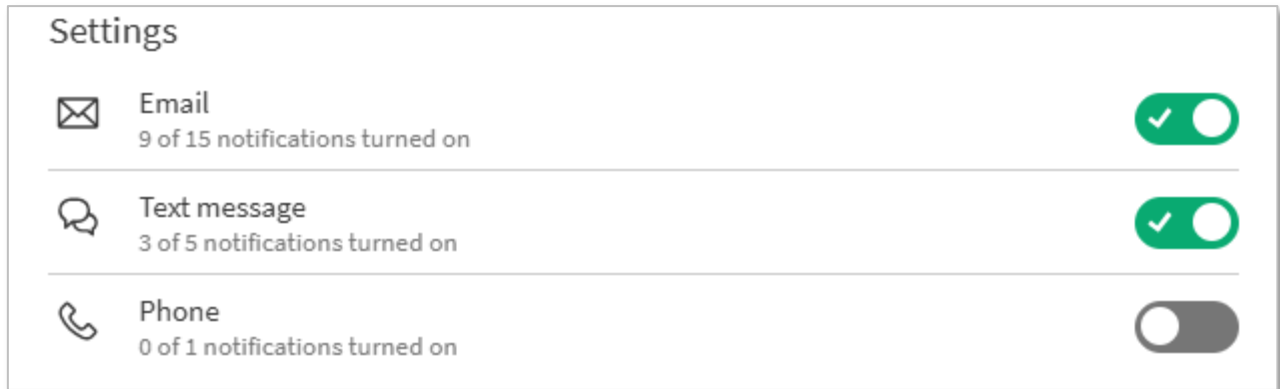
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Last Updated: 5/6/2026 by Brad Whitehead

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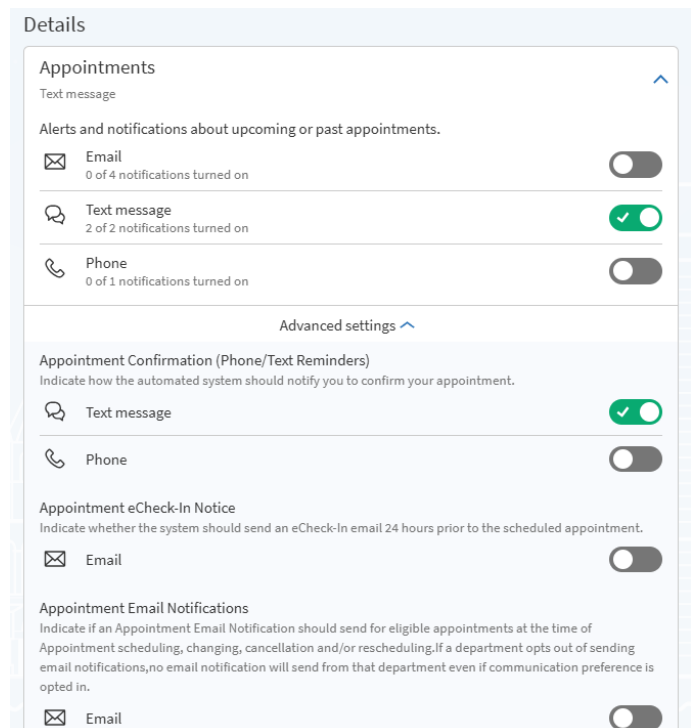
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Update the Details for Notification Settings

This section allows you to provide more details about the various types of communication preferences. Here, you can see all the notification types in that group and adjust the options for each. For example, Let's say that you don't want text messages for most notification types but you would like them for your appointment notifications.

1. Navigate to the Details section and select Appointments to expand this setting.
2. As you scroll down, you will see that Text Messages is turned on
3. To turn off the email and phone notifications off, toggle the switch to off 
4. If you click on **Advanced Settings**, here you will be able to set the types of appointment notifications you receive (Ex. Appointment confirmations, Appointment Email Notifications, Scheduling ticket and Surgery Notifications)



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