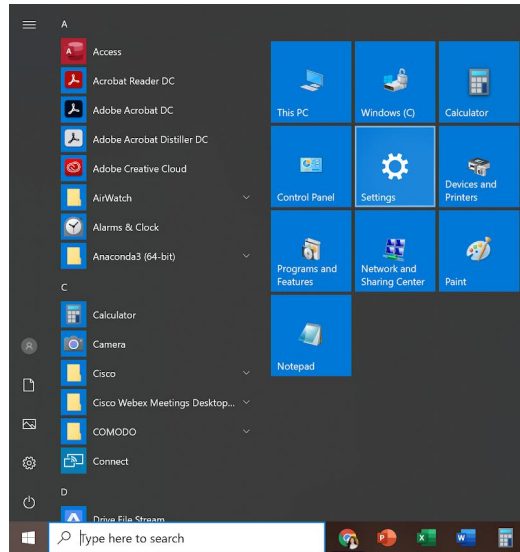


INSTRUCTIONS TO ENABLE FEATURE:

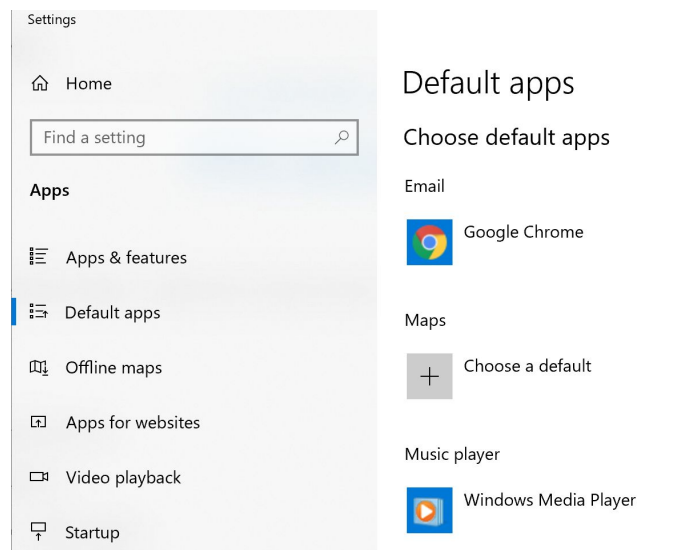
## PRE-WRITTEN EMAILS TO CASE MANAGERS

*The Blueprint tool at [blueprint.utah.gov](http://blueprint.utah.gov) was designed to make outreach to other case managers as easy as two clicks! When enabled, you can verify a potential client match simply by clicking on the name of their case manager, and then 'Send.' Set it up with these few steps:*

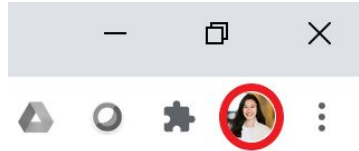
1. First, use the menu on your Windows computer to open your Settings app.



2. Search 'Default apps.' Choose Google Chrome as your default app for email. Google Chrome is the preferred app for your work email and for [blueprint.utah.gov](http://blueprint.utah.gov).



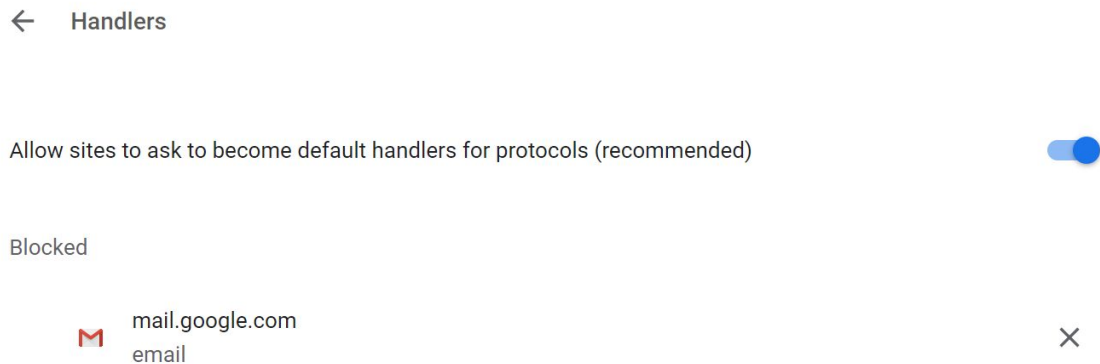
3. <https://gomb.utah.gov/transforming-social-services/> → Copy this link that contains these instructions, then close any open Chrome windows. Reopen Chrome and paste the link into the address bar, then scroll down to find the instructions again.
4. Ensure that your work account is logged in on the top right of Chrome.



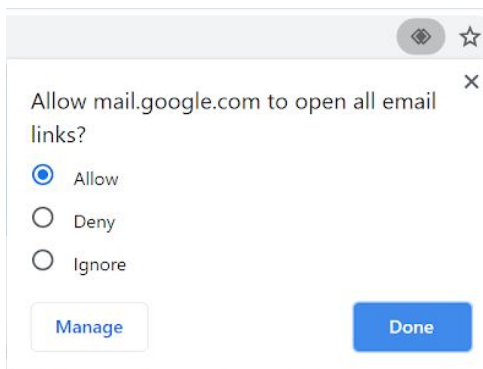
5. In a new tab, go to this address in your Chrome browser: <chrome://settings/handlers>.



6. You should see that mail.google.com has been blocked as an email handler. Click the **X** to the right to unblock it.



7. Refresh or open your work email in a new tab. Find the 'handlers' icon at the far right of the address bar. Click on that icon, then **Allow**, then **Done**. That's it!



If you have any questions or issues with these instructions or the pre-written email feature, reach out to [blueprintadmin@utah.gov](mailto:blueprintadmin@utah.gov). Thanks! Last updated 9.28.2020.