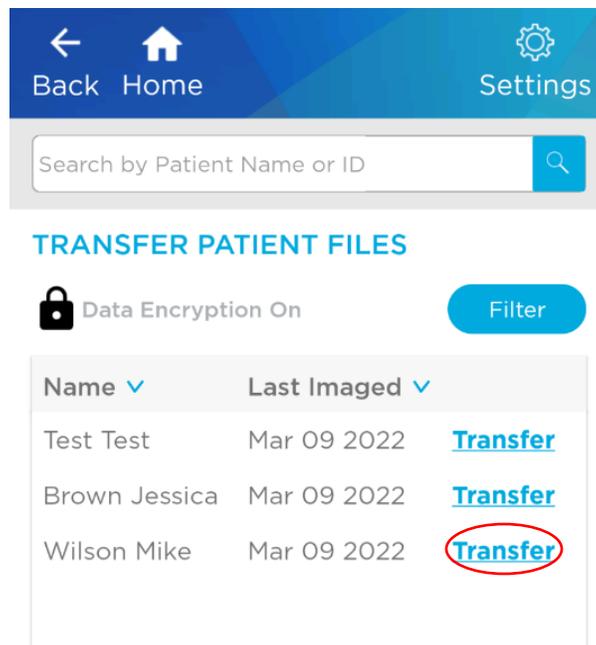# How to share Images via Gmail

Please follow the steps below to learn how to share VistaView images via the Gmail application.

Before you begin:

- Make sure the VistaView is connected to a wireless network.
- Make sure you sign in or create a Gmail account within the Gmail application. You can locate the Gmail app by swiping up on the VistaView main screen after unlocking the device.
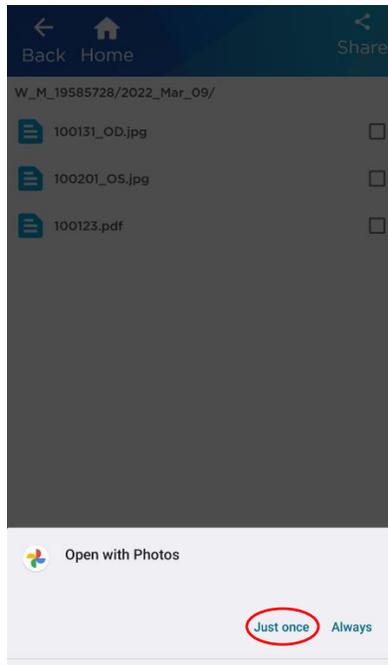
How to share VistaView Images:

1. Starting at the main menu of the VistaView application, select **Manage Patients**
2. Select **Transfer Patient Files**
3. Tap on the **Transfer** text next to the patient you would like to share images
   a. If password encryption is on, type in your VistaView password
   b. If you would like to disable this feature, go to Settings → Export Settings → and turn Automatic Encryption **Off**
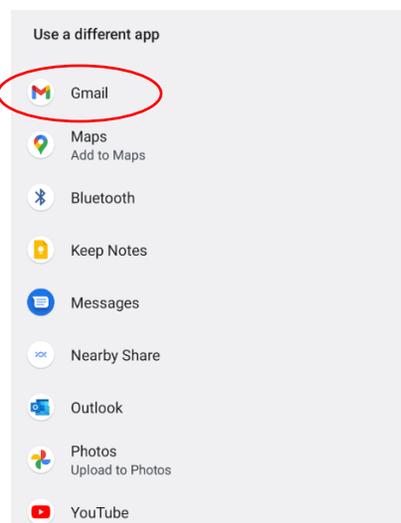

4. Select the folder of the date you imaged the patient

5. Select the images you would like to share. You can view the images by opening them in the Google Photos app

6. Once you have selected the images, press **Share** in the upper right corner.
7. Select the Gmail application. Note there are many other applications you can share the images through.

8. Compose your email and send the images by clicking the arrow icon in the upper right part of the screen.