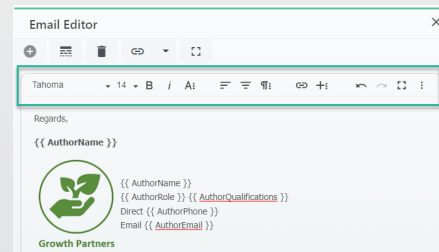


Top Tips for Email Efficiencies



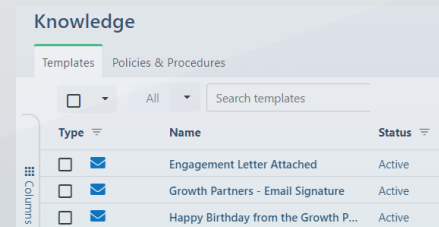
Review email signatures for styling & formatting

Apply practice or user specific styling for all email signatures



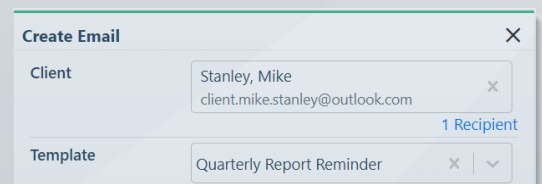
Create email templates for all scenarios

Create email templates with merge fields and ensure consistency across your practice



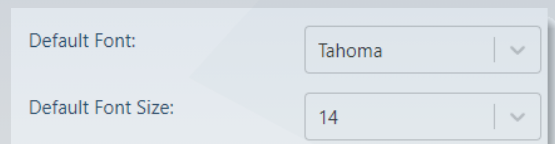
Encourage users to create emails from templates

Auto-create emails using templates and save time writing emails



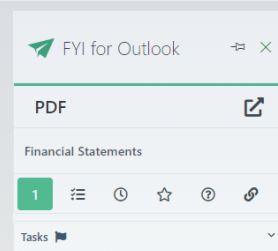
Set your practice default styling

Practice Settings - Admin - Settings
Set the Default Font and Size.



Use Comments and Tasks instead of forwarding emails internally

Delegate tasks or notify users directly from an email



After setting up Email Autofile, follow these time saving tips when managing emails.
For more information on Emails, visit the FYI Help Centre at support.fyidocs.com