

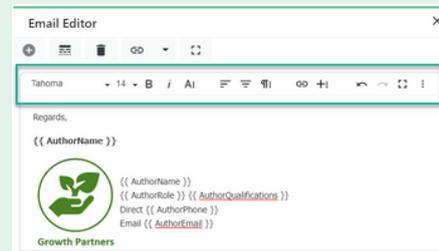
# Top Tips for Email Efficiencies

## Best Practice Guide



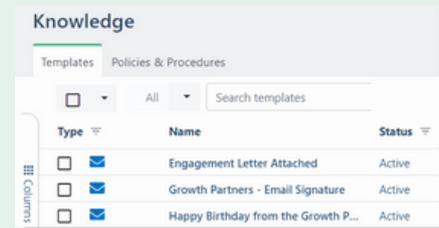
### Review email signatures for styling & formatting

Apply practice or user specific styling for all email signatures



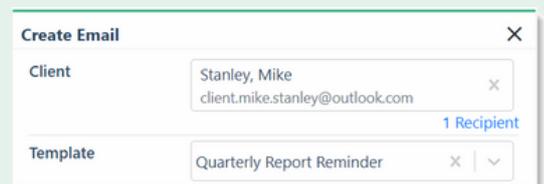
### Create email templates for all scenarios

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



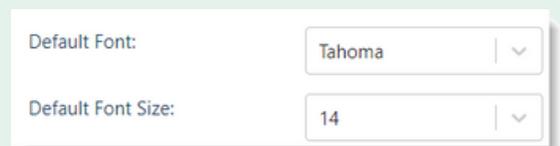
### Encourage users to create emails from templates

Auto-create emails using templates and save time writing emails



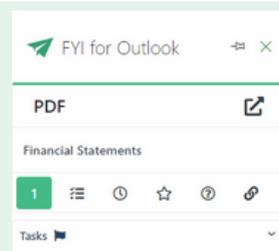
### Set your practice default styling

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.fyi.app](https://support.fyi.app)**