

How to create a template

- Go to Setup -> mail -> templates
- Press "New"
- select which organisation has the right to use this template
- Enter a subject (just like sending a regular e-mail)
- Enter the message
 - You can use the "Available fields" to personalize the message
- Enter a e-mail address for the sender (at "from")
- if desired test or preview
 - The test option sends a message to the "to(test)" address just like it's a patient
 - The preview generates the e-mail on screen
- Press 'Save'

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