

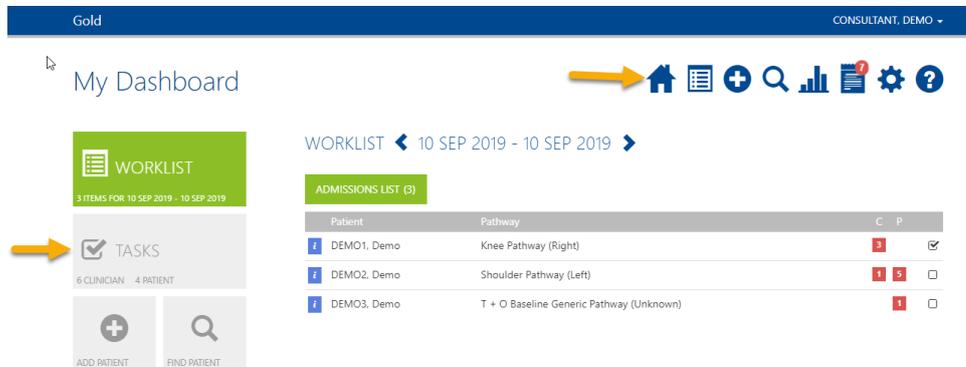
# How to Send a Manual Email Reminder

There are two ways to send a manual email reminder to a patient provided a valid email address is on record and they have consented to contact.

## Method 1:

Click the home button to return to your Dashboard.

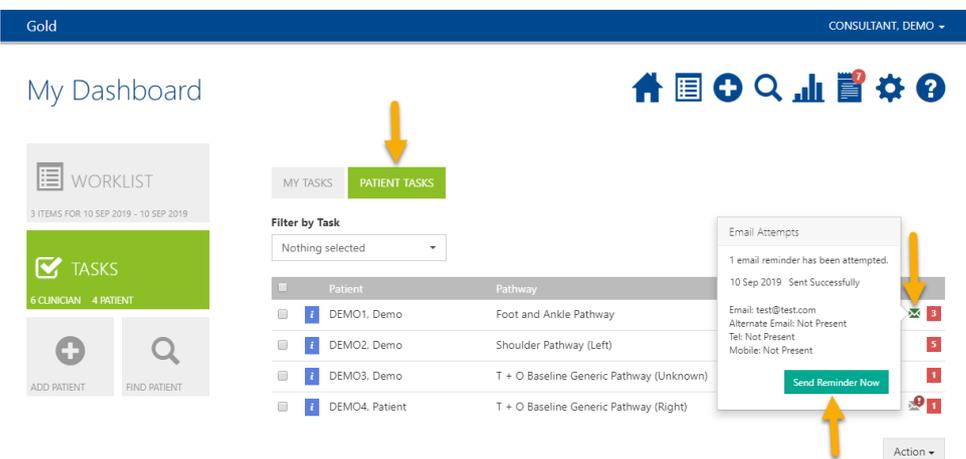
Click 'Tasks'.



Choose 'Patient Tasks'.

Click the mail icon next to the required patient and click 'Send Reminder Now'.

Alternatively, you can send emails to a group of patients by using the tick boxes on the left-hand side and clicking Action.



## Method 2:

Find the patient and click on their pathway to enter their patient record.

Click the 'Send Email' button and an email will be sent to the patient immediately.

