# Was the Patient Email Successfully Sent?

On your Dashboard click Tasks.



Click **Patient Tasks**.
To the right of each patient you will see a mail icon.



- Green mail icon - a reminder email has successfully sent and further emails will be attempted automatically.

- Red mail icon - 3 email reminders have successfully sent and so no further reminders will be sent automatically.

- Grey mail icon with alert icon - one or more attempts have been unsuccessful; this may be because there is no email address or the address is incorrect.