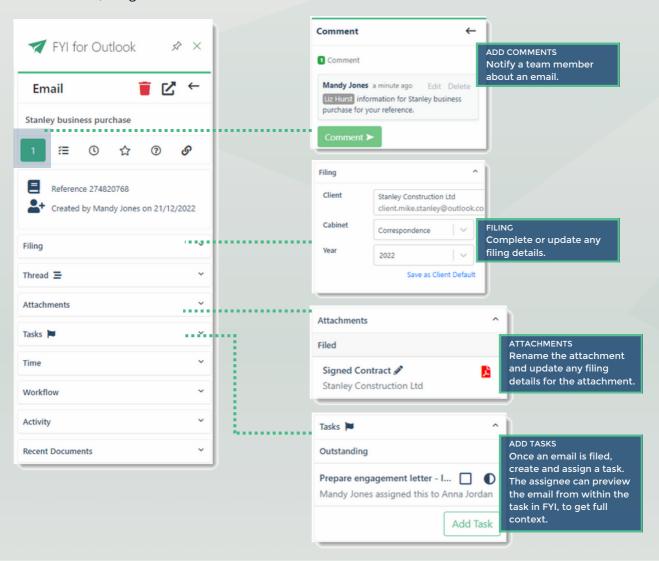
Top Tips for Managing Emails



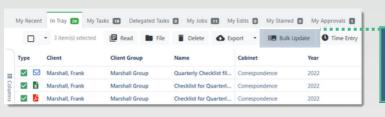
Use the FYI drawer in Outlook Manage your emails directly from you

Manage your emails directly from your Inbox using the FYI drawer in Outlook to file, assign tasks or mention team members in comments.

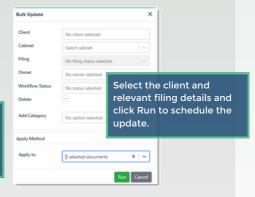


Use the In Tray to Bulk File Emails & Attachments

For Draft Filed emails and attachments, use Bulk Update from your In Tray to file emails and documents in as little as 5 clicks.



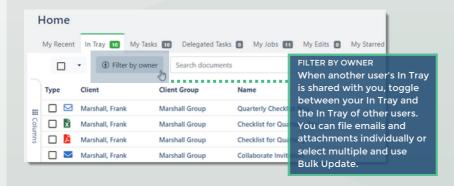
BULK UPDATE
Select multiple
emails and
attachments and
click Bulk Update.

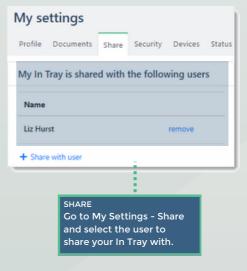


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Share your In Tray

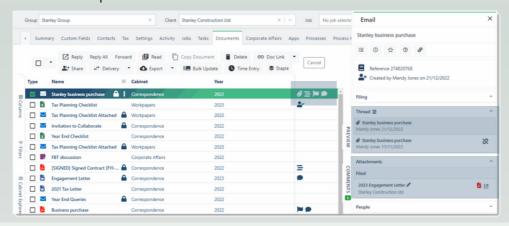
When going on leave or you require assistance to keep on top of your filing emails, consider sharing your In Tray with other team members that have the capacity to monitor and assist.





Quickly Locate Attachments and Manage Threads

Never misplace email attachments with FYI's autofiling of attachments, and easily identify those emails with attachments or those that are part of a thread.



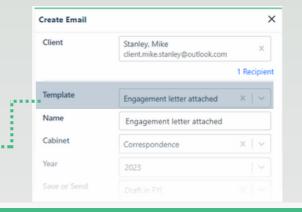


When an email has attachments, the paperclip icon displays next to the email in lists. Open the attachments section in the drawer.

Create New Emails from Templates

Creating emails from templates within FYI means emails can already be filed for you. What's more, the body content of your email is prefilled, complete with merge fields .

APPLY A TEMPLATE
Select a Template when
creating a client email and
prefill the body content of
your email.



Save time by creating emails using templates.

For more information on Emails, visit the FYI Help Centre at support.fyidocs.com