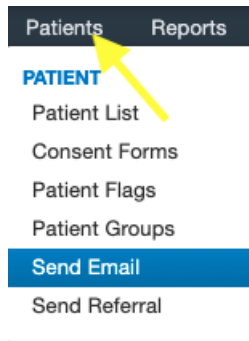# Saving an Email Template

07/24/2024 8:20 pm EDT
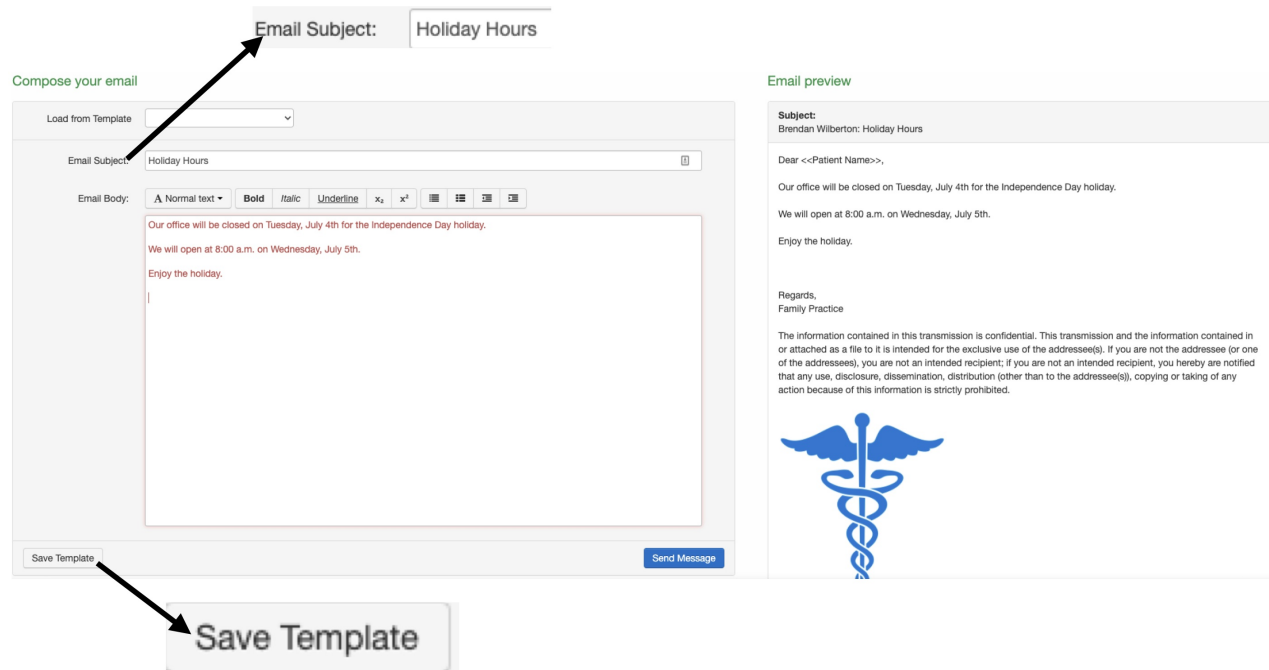
You can save email templates in DrChrono's Send Email feature for future use.
Note: DrChrono prohibits sharing PHI (protected health information) via the Send Email feature.

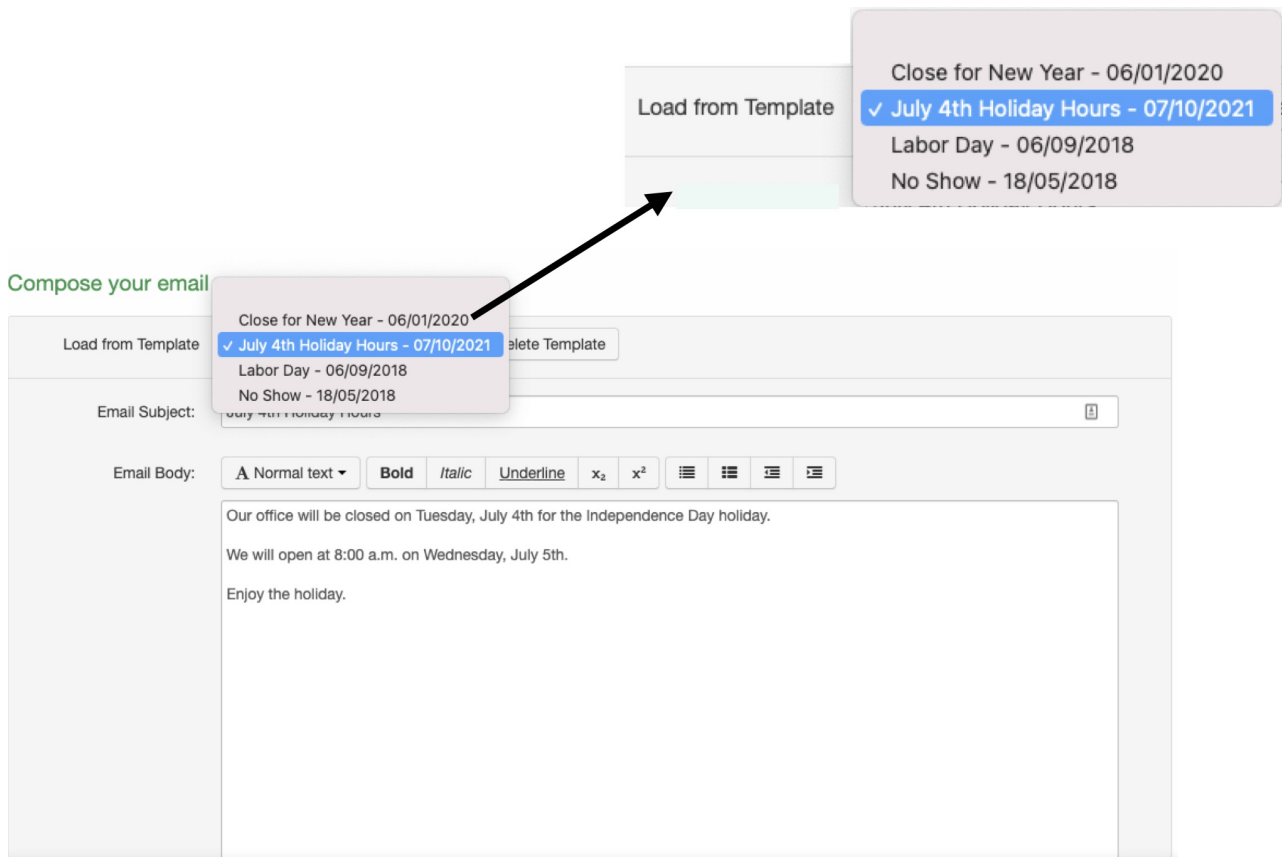1. Go to **Patients** > **Send Email**.

2. Write Out Your Email. Make sure to fill out the **Email Subject.** This gives your template a name. You can view a preview of your email on the right. When you have completed your message, click **Save Template**.

4. The Email Template will be saved. Select the template from the **Load from Template** menu and it will autofill the body of the email.

Load from Template

- Close for New Year – 06/01/2020
- ✓ July 4th Holiday Hours – 07/10/2021
- Labor Day – 06/09/2018
- No Show – 18/05/2018

Compose your email

Load from Template

- Close for New Year – 06/01/2020
- ✓ July 4th Holiday Hours – 07/10/2021
- Labor Day – 06/09/2018
- No Show – 18/05/2018

elete Template

Email Subject: July 4th Holiday Hours

Email Body: A Normal text ▼   **Bold**   *Italic*   Underline   x₂   x²   ☰   ☰   ☰   ☰

Our office will be closed on Tuesday, July 4th for the Independence Day holiday.

We will open at 8:00 a.m. on Wednesday, July 5th.

Enjoy the holiday.

5. If you'd like to make changes to an existing template hit **Save Template** after making changes to an existing template. You can also **Save as New Template** if you'd like to keep the original template and the template you made changes to.

Load from Template   July 4th Holiday Hours – 07/1(✔   ✖ Delete Template

Email Subject: July 4th Holiday Hours

Email Body: A Normal text ▼   **Bold**   *Italic*   Underline   x₂   x²   ☰   ☰   ☰   ☰

Our office will be closed on Tuesday, July 4th for the Independence Day holiday.

We will open at 8:00 a.m. on Wednesday, July 5th.

Enjoy the holiday.

Thank you,

Save As New

Save Template   Save As New   Send Message