

Appointment Reminder Quick Steps

1. Retrieve and save "Appointment Reminder to Text" report
2. Open "Appt Reminder to Text" Word Template
3. Go to the "Mailings" tab and start the "Step by Step Mail Merge Wizard"
4. Select the most updated recipient list (report)
5. Preview e-mail messages to ensure linked to correct list (report)
6. Select "Electronic Mail"
7. To: **SMS**, Subject Line: **APPT REMINDER**
8. Click "OK" to complete the process and send the messages