


## NECS Clinical Systems Specialist Team EMIS Web – Internal Email

### Internal Email

Internal email allows you to send emails to colleagues within Emis WEB, but you cannot send or save emails to patient records.

1. To access **Internal Email**, click  and select **Internal Email**. Alternatively you can click on blue hyperlink for your mail inbox if you have any emails

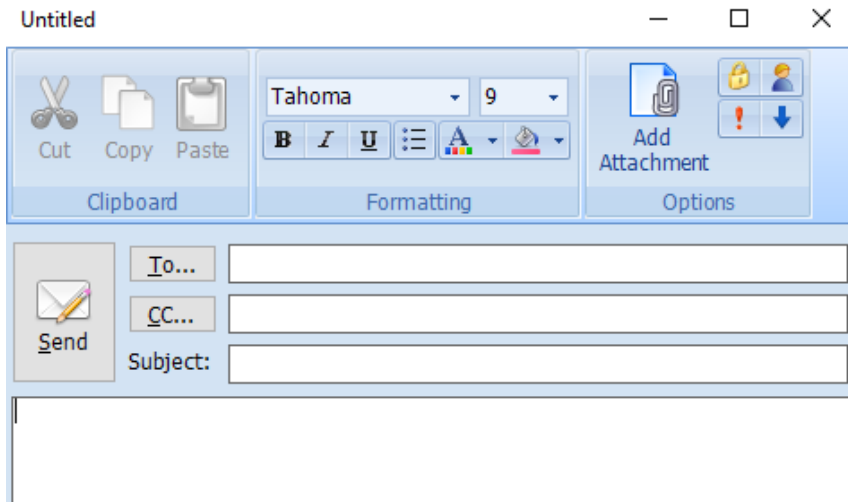
**Note:** blue is total number of emails in your inbox, red number is unread emails.



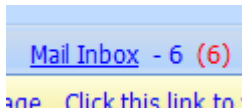
2. You can **Compose Email**, **Delete** an email, **Reply to Sender**, **Reply to All**, **Forward**, **Mark as Read**, **Mark as Unread**, **Print** email, **Move** email to a folder



3. Click **Compose Email** and enter the **Subject**. Click **To** button and select the user(s) or Team(s) you wish to send the email to. Enter email text in the main section. Click **Add Attachment** if you wish to add a file or document to your email (Note: 1mb limit). Click **Send** to send it to recipients



4. Recipients will receive the email, and the **Mail Inbox** will display a number of unread emails in red. Click the **Mail Inbox** to view your emails



5. Click the relevant email within your inbox, and a preview will display on right hand side. Double click the email to open it. Once the email is open you can:
  - a. **Reply** – Click **Reply** button, enter reply text and **Send**. This will send a reply email to the original sender
  - b. **Reply to All** – Click **Reply to All** button, enter reply text and **Send**. This will send a reply email to all recipients in the original email
  - c. **Forward** – Click **Forward**, select recipients to send it to and click **Send**. This will forward the original email to the selected recipients
  - d. **Delete** – Click **Delete** button to delete your email. Once deleted it can't be retrieved
  - e. **Print** – Click **Print** to print a copy of your email
6. To create new folders, right click on inbox and select **Add Folder** or click **Add Folder** button. Type the name for the new folder. The new folder will appear in the left column under inbox
7. To rename a folder, right click on folder name and select **Rename Folder** or click **Rename Folder** button on toolbar
8. To delete a folder, right click on folder name and select **Delete Folder** or click **Delete Folder** button on toolbar
9. To move an email to a folder (to store it), click on the email you wish to move and click **Move**. Select the destination folder from the list of available folders and click **Ok**

**Note:** you can select multiple emails to move using **Shift** or **Ctrl** keys.