**Step 1:** Log in to Gridlex App Suite and click 'Email' under the Inbox & Omnichannel section in the navigation menu.

Inbox & Omnichannel	Zip	Sky	Ray	Enterprise Admin
omnichannel	Zolan International 🗸	Zolan International 🗸	Zolan International 🗸	Add Users
olan International 👻				Add Unit
	CRM	Accounting & ERP	Timesheet	Inbox Settings
Manage Inbox	Opportunities	Add Invoice	Time Log	Zip Helpdesk Settings
imail	Activities	Add Bill	Projects	Zip CRM Settings
SMS	Organizations	Revenue	Time Approvals	Sky Accounting & ERP Settings
51915	Contacts	Costs	Time Reports	
Calls	Schedule	Journal	HRMS	Sky Expense Settings
Make & Receive calls	Campaigns	Banking	Payroll	Ray HRMS Settings
auto, Power &	Contracts	Inventory	Attendance	Ray Timesheet
redictive Dialer	Helpdesk	Fixed Assets	Leaves	Settings
Voice Broadcast Call Settings	Add Ticket	Projects	Geo Track	Contracts Settings
	Dashboard	Reports	HR Approvals	Enterprise Admin Settings
	Tickets	Expenses	HR Reports	Billing & Payments
			нк керогts	bining ar ayritorito
	Sites	Add Expense		
	Automations	Mileage		
		Approvals		

Zolan Gridlex App Suite

Copyright © 2023 Gridlex About Us | Contact Us | Logout

Step 2: Click 'Compose.'

GRIDLEX	Inbox ~ Zip Hel	odesk ~ Zip CRM ~	Sky Accounting & ERP	<ul> <li>Sky Expense</li> </ul>	es ~ Ray HRMS ~ Object	s Settings ~ My Account ~	Zolan Zolan interna v
Q Search	Inbox Sent	Drafts Trash	Spam Outgoing	Scheduled		Choose Inbox	support@zolan.com (Shared) 🗸
Inbox							
🔛 Emails	Search				T		
SMS							Showing 1-2 of 2 Messages
📞 Calls		Introducing LifeCha	nge™: Vitalys HealthCorp	s Advanced Solu	tion for General Wellness		9:41 g.m. EDT
💿 Auto Dialer	Nihal Moham	Dear Customer, We	hope this message finds	you in good heal	th. Vitalys HealthCorp is pleas	ed to announce the release of LifeChange"	, an advanced f
Zip CRM							
Opportunities	>						
📈 Activities							
Organizations	>						
💄 Contacts	>						
🕔 Schedule							
┥ Campaigns							
Contracts	>						
Zip Helpdesk							
Dashboard							
🔷 Tickets							
Sites							

**Step 3:** Choose the inbox, enter the recipient's address, and click the 'Choose Message Templates. ' dropdown.

GRIDLEX	Inbox × Zip Helpdesk × Zip CRM × Sky Accounting & ERP × Sky Expenses × Ray HRMS × Objects Settings × My Account × Zolan Interna.
<b>Q</b> Search	Inbox Sent Drafts Trash Spam Outgoing Scheduled Compose
Inbox	
🞽 Emails	Zolan Support <support@zolan.gridlexmail.com></support@zolan.gridlexmail.com>
💴 SMS	brandxbrown1989@gmail.com Cc Bcc +
📞 Calls	
Auto Dialer	Choose Message Templates  Choose Message Snippets
Zip CRM	Subject
Opportunities >	
Z Activities	$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$
Organizations >	Enter email description here
💄 Contacts 💦 🔶	Anter Charle Georgeneous access
🕔 Schedule	
┥ Campaigns	
Contracts	
Zip Helpdesk	
- Dashboard	
🔷 Tickets	
Sites	Send Schedule Send Save as Draft Discard

**Step 4:** Choose the template you want to use in the mail.

The message template must be mapped to the inbox that you are using. Please refer to this article for mapping message templates: <u>How to Create and Map Message Templates and in Gridlex Zip?</u>

GRIDLEX	Inbox × Zip Helpdesk × Zip CRM × Sky Accounting & ERP × Sky Expenses × Ray HRMS × Objects Settings × My Account × Zolan Interna. ×
<b>Q</b> Search	Inbox Sent Drafts Trash Spam Outgoing Scheduled Compose Choose Inbox support@zolan.com (Shared) 🗸
Inbox	
🞽 Emails	Zolan Support «support@zolan.gridlexmail.com» 🗸 🗸
💴 SMS	brandxbrown1989@agmail.com Cc Bcc +
📞 Calls	
③ Auto Dialer	Choose Message Templates V Choose Message Snippets V
Zip CRM	Choose Message Templates Zolan's Home Infusion Therapy Program
Opportunities >	Vitallys LifeChange™
Z Activities	S C B I 및 S Poppins-Medi ∨ 12pt ∨ Paragraph ∨ A ∨ Z ∨ I = = = = ↓ = ∨ □ = ···
Organizations >	Enter email description here
Contacts >	Lifer endit description nete
🕔 Schedule	
┥ Campaigns	
Contracts >	
Zip Helpdesk	
Dashboard	
🔷 Tickets	
Sites	Send     Schedule Send     Save as Draft     Discard

**Step 5:** The subject line and body of the email will be pre-filled from the message template.

GRIDLEX	Inbox × Zip Helpdesk × Zip CRM × Sky Accounting & ERP × Sky Expenses × Ray HRMS × Objects Settings × My Account × Zolan interna. ×				
<b>Q</b> Search	Inbox Sent Drafts Trash Spam Outgoing Scheduled Compose Choose Inbox support@zolan.com (Shared) 🗸				
Inbox					
🞽 Emails	Zolan Support «support@zolan.gridlexmail.com> 🗸				
💴 SMS	brandxbrown1989@amail.com Cc Bcc +				
📞 Calls					
Auto Dialer	Vitallys LifeChange™ ✓ Choose Message Snippets ✓				
Zip CRM	Introducing LifeChange™: Vitalys HealthCorp's Advanced Solution for General Wellness				
Opportunities >					
📈 Activities	$ \begin{tabular}{cccccccccccccccccccccccccccccccccccc$				
Organizations >	Dear Customer,				
Contacts >					
🕔 Schedule	We hope this message finds you in good health.				
┥ Campaigns	Vitalys HealthCorp is pleased to announce the release of LifeChange <sup>TM</sup> , an advanced formula created to enhance general wellness and vitality. Designed following years of rigorous				
Contracts >	scientific research, LifeChange <sup>TM</sup> is positioned to offer a substantiated approach to holistic well-being.				
Zip Helpdesk	Product Overview:				
Dashboard	LifeChange <sup>TM</sup> combines a unique blend of ZenRoot <sup>TM</sup> & VitaLeat <sup>TM</sup> fortified by our patented Vitalys-Active <sup>TM</sup> technology. This distinctive formulation aims to support the body's natural				
🖴 Tickets	Enconange comomes a unique oreno or zencoor oc vitalear rorrineo oy our parences vitalys-Active retimology. This distinctive formulation amis to support the oody's natural				
🔭 Sites	Send     Schedule Send     Save as Draft     Discard				

**Step 6:** Scroll and click 'Attach Files' to add attachments. Send once you're done.

GRIDLEX	Inbox $\lor$ Zip Helpdesk $\lor$ Zip CRM $\lor$ Sky Accounting & ERP $\lor$ Sky Expenses $\lor$ Ray HRMS $\lor$ Objects Settings $\lor$ My Account $\lor$	Zolan Zolan Interna V			
<b>Q</b> Search	Key Features:				
Inbox	Efficacy: Developed through meticulous clinical evaluations, designed to ensure measurable general wellness outcomes.				
🞽 Emails	Natural Ingredients: Incorporates selected botanical extracts and minerals, formulated to maximize wellness benefits synergistically.				
📟 SMS 📞 Calls	Safety: Subjected to a series of clinical trials to confirm its safety profile for long-term usage.				
🕓 Auto Dialer	Administration: Available in multiple forms, including tablets, liquid concentrate, and transdermal patches, to suit various user preferences.				
Zip CRM	Special Introductory Offer:				
<ul> <li>Opportunities &gt;</li> <li>Activities</li> </ul>	To mark the launch of LifeChange <sup>TM</sup> , we are pleased to offer a 30% discount on your first purchase.				
Organizations >	Promotional Code: LIFECHANGE30	÷			
Contacts >	div	287 words 🖌			
🕔 Schedule	Attach Files %	Labels 🕶			
┥ Campaigns					
Contracts >					
Zip Helpdesk	+ Associations				
- Dashboard					
🔷 Tickets					
Sites	Send     Schedule Send     Save as Draft     Discard				

Congratulations! You have now learned how to use message templates in email in Gridlex Zip.

If you need any help with any feature, data migration of your old data, or anything at all, just email <u>apps@gridlex.com</u> and our team will be here to help you. Remember, that one of **Gridlex's** core values is Customer Success. We want you to be successful.