

Using Mail Sets

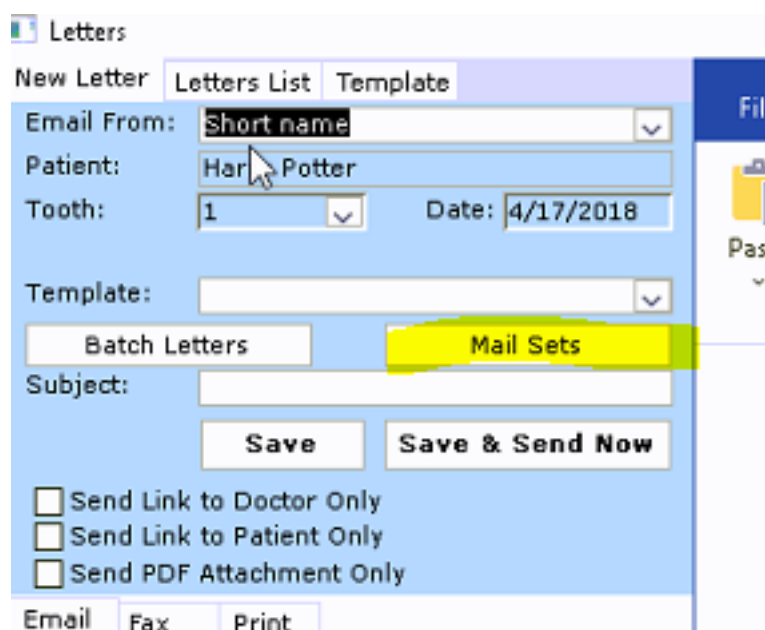
443 [TDO KB](#) February 23, 2026 [New User resources](#) 4.89K

Overview

TDO allows for a group of letters to be created in one instance, for one patient, and to be sent out at the same time

Detailed Instructions

How to accomplish this task: open your Letters Module

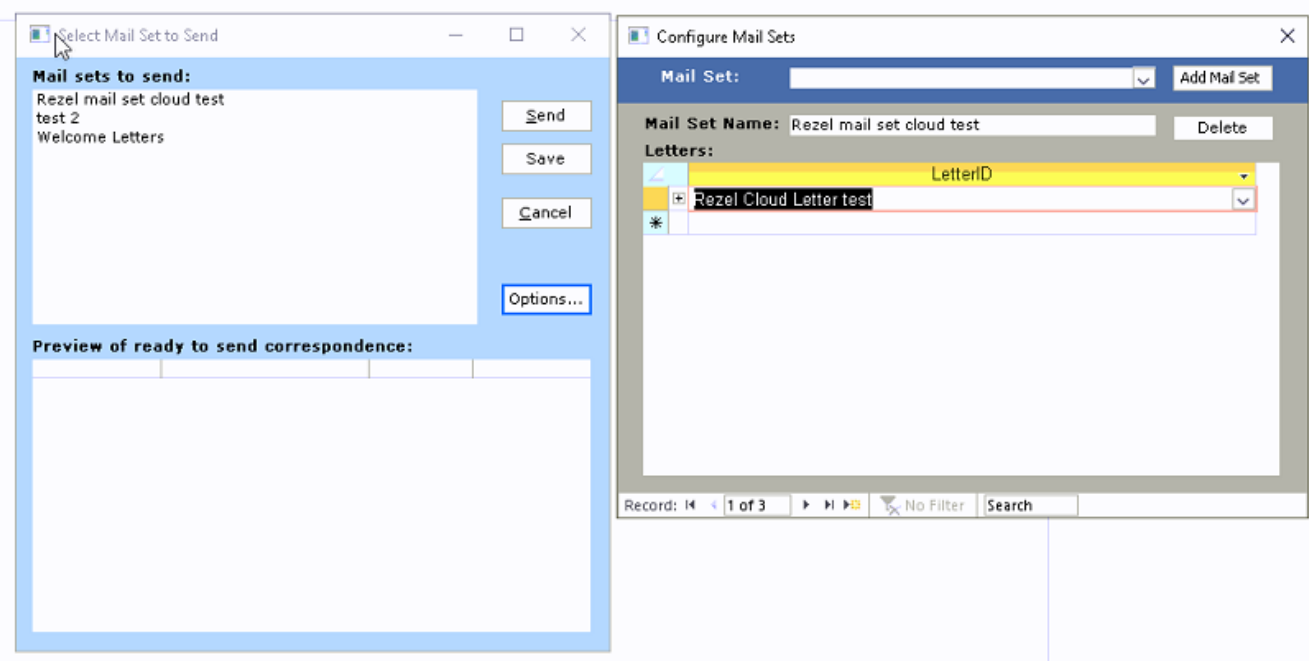


The screenshot shows the 'Letters' module interface. At the top, there are tabs for 'New Letter', 'Letters List', and 'Template'. The 'New Letter' tab is active. Below the tabs, there are input fields for 'Email From:' (set to 'Short name'), 'Patient:' (set to 'Harry Potter'), 'Tooth:' (set to '1'), and 'Date:' (set to '4/17/2018'). There is also a 'Template:' dropdown menu. Below these fields, there are two buttons: 'Batch Letters' and 'Mail Sets'. The 'Mail Sets' button is highlighted in yellow. Below the buttons, there is a 'Subject:' input field. At the bottom, there are two buttons: 'Save' and 'Save & Send Now'. Below these buttons, there are three checkboxes: 'Send Link to Doctor Only', 'Send Link to Patient Only', and 'Send PDF Attachment Only'. At the very bottom, there are three tabs: 'Email', 'Fax', and 'Print'.

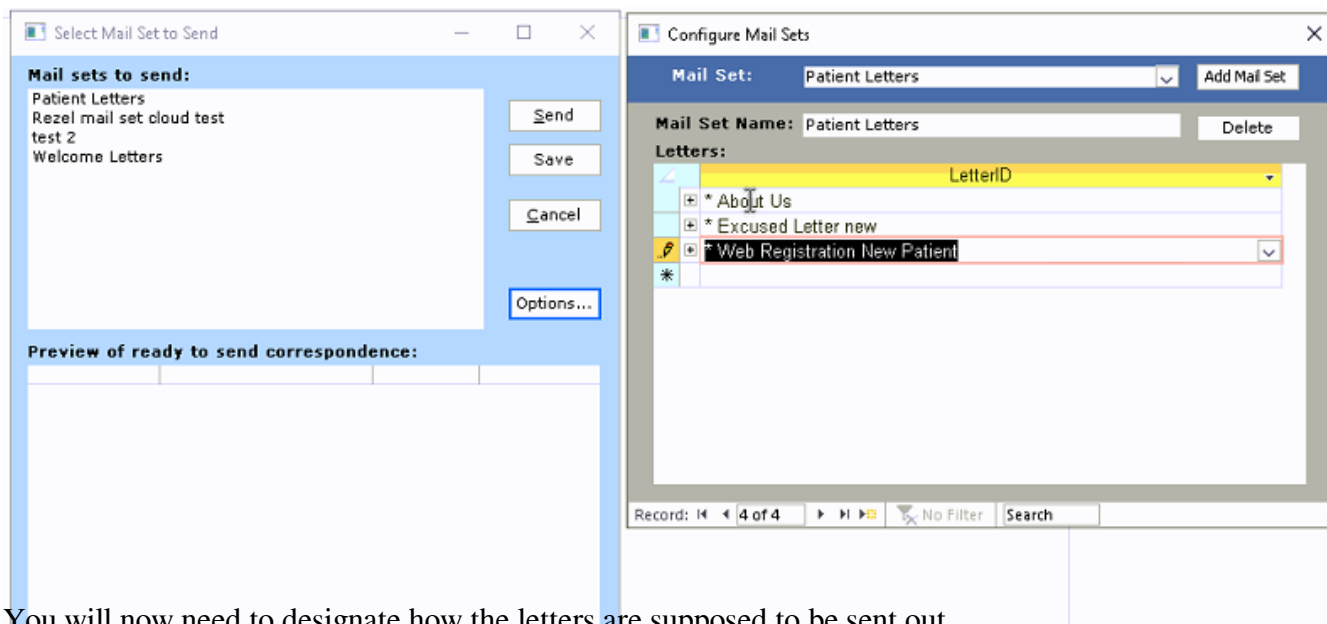
Different Mail Sets will show here that have been created



Options> Add Mail Set

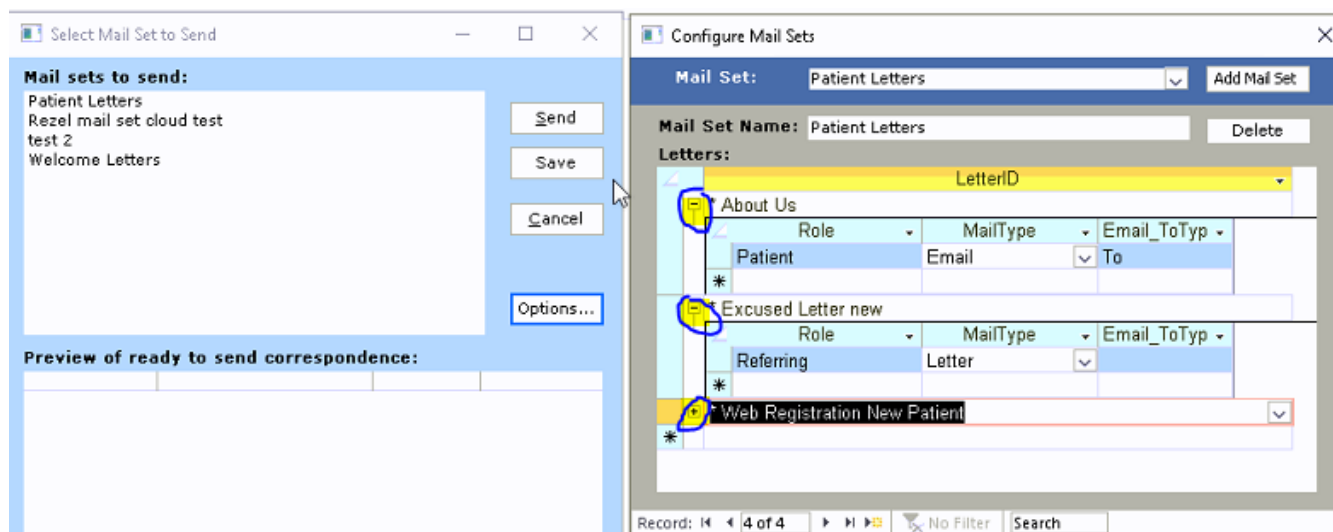


Create your Mail set name> and add in the desired templates



You will now need to designate how the letters are supposed to be sent out

Click on the "+" sign and designate its send method



Mail Sets are now complete, and instead of clicking and sending multiple letters individually, one click will generate several letters at once to be sent individually with fewer clicks.

Reference

For further info, this Video outline similar steps

Online URL: <https://kb.tdo4endo.com/article.php?id=443>

