

# Tip of the Week: How to Set up AutoMail

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Communication with clients is key to maintaining healthy relationships, and our AutoMail feature is just the thing to ensure consistency and efficiency when it comes to sending your bills out. Today's Tip of the Week takes a look at a feature that you probably skip over each time you're on the draft invoices screen. Our AutoMail option is something more firms perhaps should consider.

The lesser-known way to send invoices in TimeSolv is for us to do it for you. What does that mean? Well, with the AutoMail feature, we employ a third-party service that does the folding, inserting, stamping, and mailing at \$1.49 per invoice. We'll mail up to five pages for you, saving you the time and effort. You may find that it's more cost-effective to use our AutoMail service than one of your attorneys or paralegals spending their valuable time with mindless and non-billable work like this.

So let's take a look at how to turn on AutoMail as a default setting. Head under **Clients>Settings>Invoice Settings** tab, and select the **Invoice Delivery Method** as **AutoMail**. Although this will not retroactively change existing Clients-Matters Invoice Settings, this will work for all future Clients and Matters created. You can even turn it on at the individual Client-Matter level settings by clicking on the Client or the Matter and heading under the **Invoice Settings** tab.

You can also turn on AutoMail at the draft invoice screen too, which is where most people might find it useful during current COVID-19 work from home conditions. To do this, head under **Invoices>Drafts** screen. After creating your draft invoice, select the Automail checkbox.

This AutoMail feature is often overlooked, yet it's staring at you each time you're drafting and sending out invoices. You could say it's hidden in plain

sight. This is definitely a feature many firms who still mail their invoices will want to take advantage of.

If you'd like to contact TimeSolv support for help, please call 1.800.715.1284 or [Contact support!](#)

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