# Track and Add External Email to Slate

# Find and use your unique Slate BCC email address

If you are sending a reply to an applicant from your outlook or other external email you can have the reply message copied into their Slate record.

Adding your unique Slate email address to emails enables you to send your external email responses to Slate. To forward a message that you have received into Slate, you can either BCC your Slate email address on your reply or forward the message to your unique Slate email address. It's imperative that this email address is kept private and never included in the "To" or "CC" lines when replying to a student. To find your unique Slate BCC email address, select the Dashboard's Database icon and click **Database**.



In the "Search Database" search bar, type "Email to Slate Gateway," and click the link which will appear below, "Messages":

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Database Pinned Features To pin a feature or tool, access the feature or Messages Email Deliverability Email to Slate Gateway		type 'Email to Slate gateway" in the search int item list under the Databasi	e menu.		
Email to Slate Gateway				×	
The Email to Slate Gateway enables address below to your address book of Slate to the appropriate records in BCC this address on your reply or foi it in the 'To' or 'CC' lines when replyi records within 15 minutes of receipt.	in Gmail or other mail service, a Slate. To forward a message t rward the message to this addr ng to a student. Messages rece	you can quickly add mes hat you have received in ess. Keep this address pi	sages exchanged ou to Slate, you can eith rivate and do not incl	tside her lude	
byn.f19b0b!	41faa096ecffbc5eccf@	)slatemail.technolu	utions.com		
Close					

A pop-up will appear with your unique Slate email address. Copy and paste this email address into the **BCC** field of your email.

Once you copy the email code into the BCC field, in about 15 minutes you will see the email recorded in the Timeline tab for that applicant.

## Create a new contact in Outlook for the unique Slate email address

\*\*To make this easier to use regularly, you can create a new Contact in your Outlook – name it something you will remember like, "Email Response to Slate." Paste the long string from the Slate Gateway page into the email field and save.

The next time you are replying to an applicant and want the reply to be attached to their Slate record, add the new contact with the Slate Gateway string as a contact in the BCC field.

• Added as a new contact:

• byn.f1% 6000000000000000000000000000000000000	email reply to Slate				
Name     Display Name     E-mail Address       email reply to Slate     email reply to Slate     byn.f19b0b5993d0441faa096ecfft       To ->         Emily Robinson (emilyrob123@qmail.com)        Cc ->        Bcc ->     email reply to Slate	email reply to Slate ( • Adding it to	byn.f19b0b5993d0441faa096ecffbc5 o an email reply:	Not		
email reply to Slate     email reply to Slate     byn.f19b0b5993d0441faa096ecfft       To ->         Emily Robinson (emilyrob123@gmail.com)        Cc ->        Bcc ->	email	Go Contacts - janice	_robinson@byu.edu v	Advanced Finc	
To ->     Emily Robinson (emilyrob123@gmail.com)       Cc ->	Name	Display Name	E-mail Address		
Cc -> Bcc -> email reply to Slate	are the second s	email reply to Slate	byn.f19b0b5993d	0441faa096ecfft 🥠	
Bcc -> email reply to Slate	To ->	mily Robinson (emilyrob123@gma	il.com)		
	Cc ->				
OK Cancel	Bcc -> et	mail reply to Slate			
				ОК	Cancel

What you will see in Slate in the Timeline tab

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Click the email to open it. It displays the original email to you (the program manager) and your reply.

**Note**: The original applicant email address and the "reply to" email applicant email address need to be the same for this to connect the reply email to the applicant in Slate.

### RE: test of email into Slate.

itatus	External
Sent	Tuesday, November 23, 2021 at 05:46 PM
Jser	Janice Robinson
Sender	janice_robinson@byu.edu sent from outlook
lecipient	jkrobinson1@comcast.net applicant email
Subject	RE: test of email into Slate.

### Hi Janice.

This was a nice test. Have a happy Thanksgiving.

#### Janice Robinson BYU Graduate Studies 801 422-7396

From:JANICE ROBINSON <jkrobinson1@comcast.net> Sent: Tuesday, November 23, 2021 3:45 PM To: Janice Robinson <janice\_robinson@byu.edu> Subject: test of email into Slate.

did this attach to my record?

Thanks,

Janice Robinson