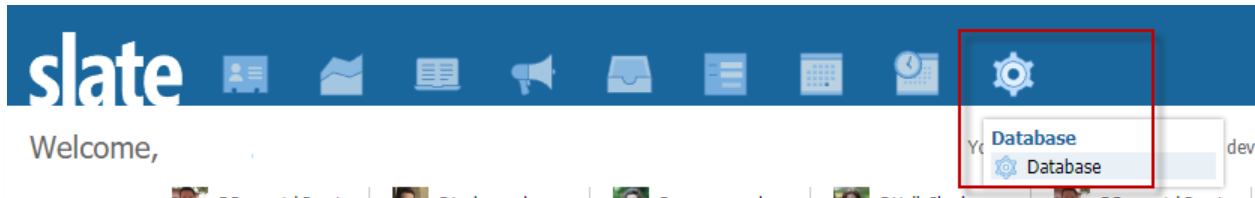


Finding Your Unique Slate BCC Email Address

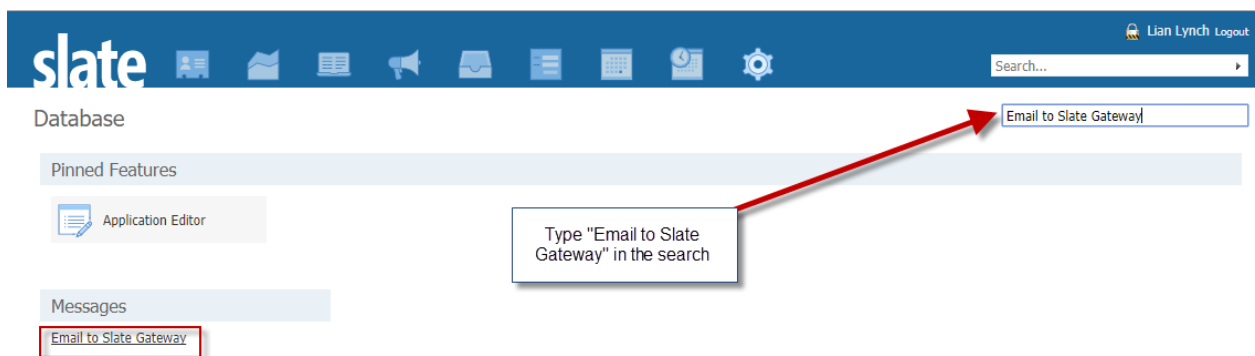
Adding your unique Slate email address to emails enables you to track external email within to Slate. To forward a message that you have received into Slate, you can either BCC the address on your reply or forward the message to your unique email address.

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":



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

Email to Slate Gateway

The Email to Slate Gateway enables you to connect external email systems to Slate. By adding the private email address below to your address book in Gmail or other mail service, you can quickly add messages exchanged outside of Slate to the appropriate student records in Slate. To forward a message that you have received into Slate, you can either BCC this address on your reply or forward the message to this address. Keep this address private and do not include it in the 'To' or 'CC' lines when replying to a student. Messages received by this gateway will typically be added to the student records within 15 minutes of receipt.

ncg.3e2d3b4bef10487____id876afa11a9@slatemail.technolutions.com

Close