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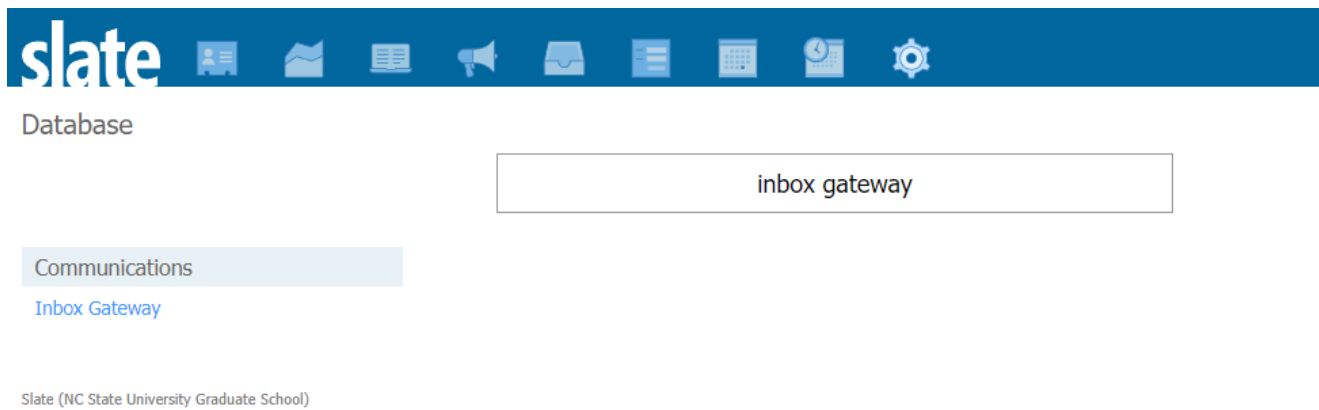
Adding your unique Slate email address to emails enables you to track external email within to Slate. To forward a message that you have received into Slate, you can either BCC the address on your reply or forward the message to your unique email address.

It's imperative that this email address is kept **private** and never included in the 'To' or 'CC' lines when replying to a student.
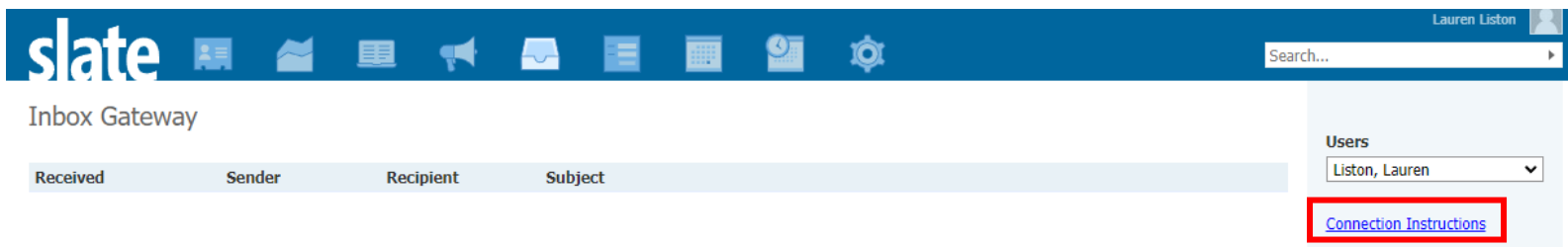
To find your unique Slate BCC email address, select the Dashboard's Database icon and click "Database."
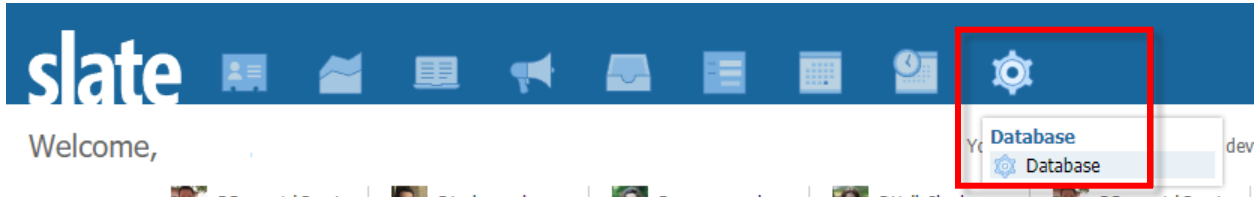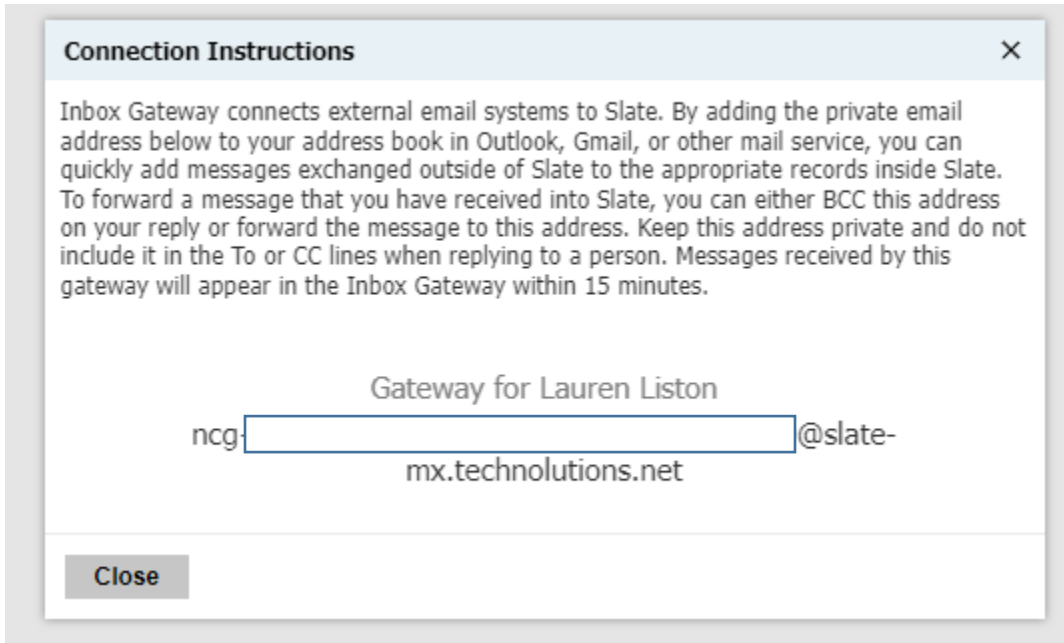

In the "Search Database…" search bar, type "Inbox Gateway" and click the link, which will appear under the Communications header:

On the next page, click on the "Connection Instructions" link on the right side of the page.

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

To ensure your external emails show on the intended record/applicant's Timeline, you'll need to return to this page to match the email with the correct record. You will see a list of messages.

There will be a list of all messages sent with your Slate BCC email copied waiting to be matched to a specific record.
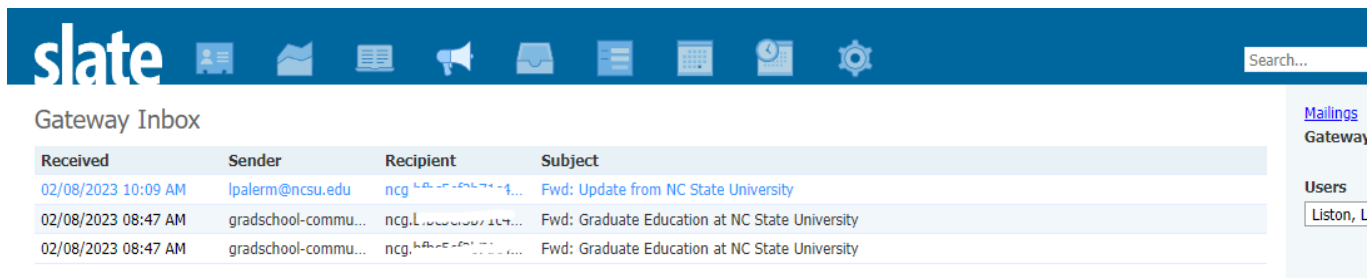
Once a mailing is clicked on, possible matches will show based on the email addresses used in the communication. If the record you need to match is a suggested match, click on the name, then press "Assign". If not, type the name, email address or NCSU ID in the Assignee text box to find their record, then press "Assign".