

Finding Your Unique Slate BCC Email Address

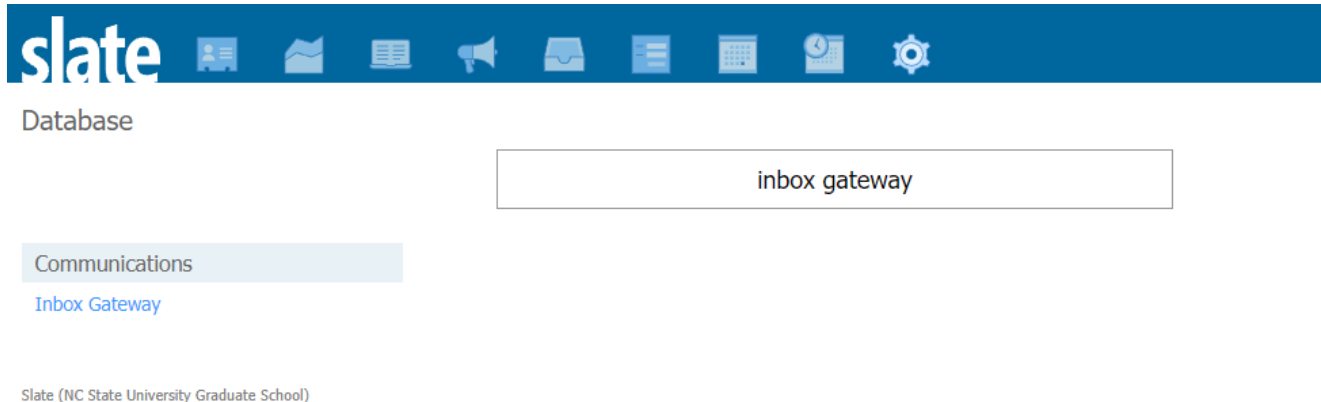
Adding your unique Slate email address to emails enables you to track external email within to Slate. To forward a message that you have received into Slate, you can either BCC the address on your reply or forward the message to your unique email address. It's imperative that this email address is kept **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 Database icon from the top menu:

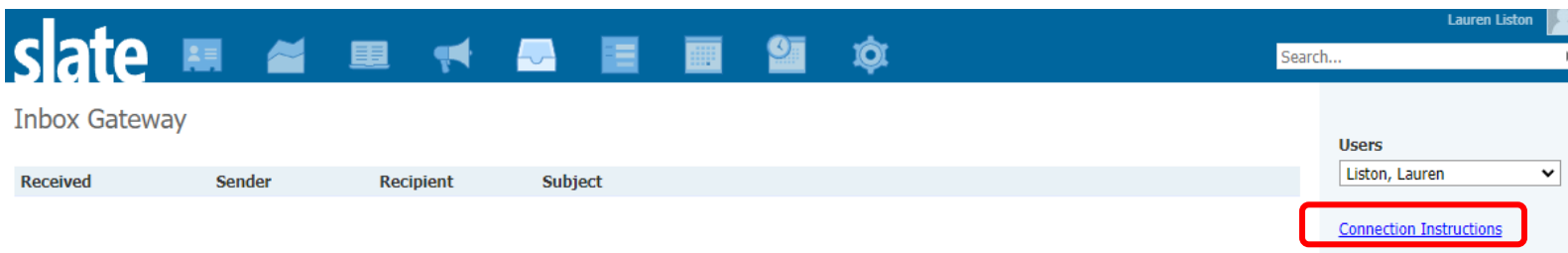


Welcome, Lauren.

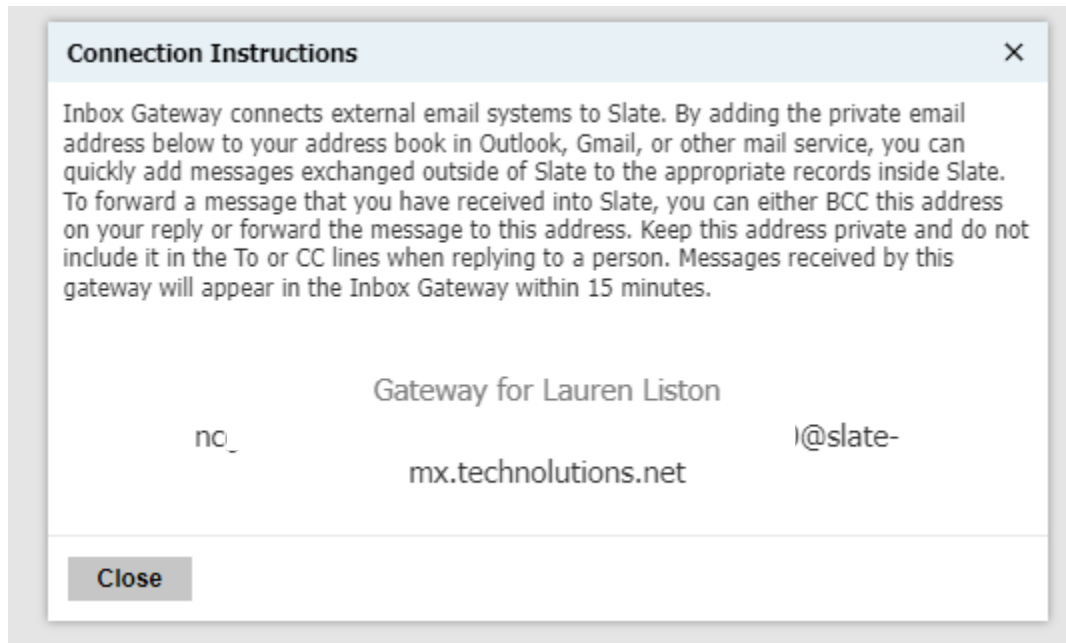
In the "Search Database..." search bar, type "Inbox Gateway" and click the link, which will appear under the Communications header:



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

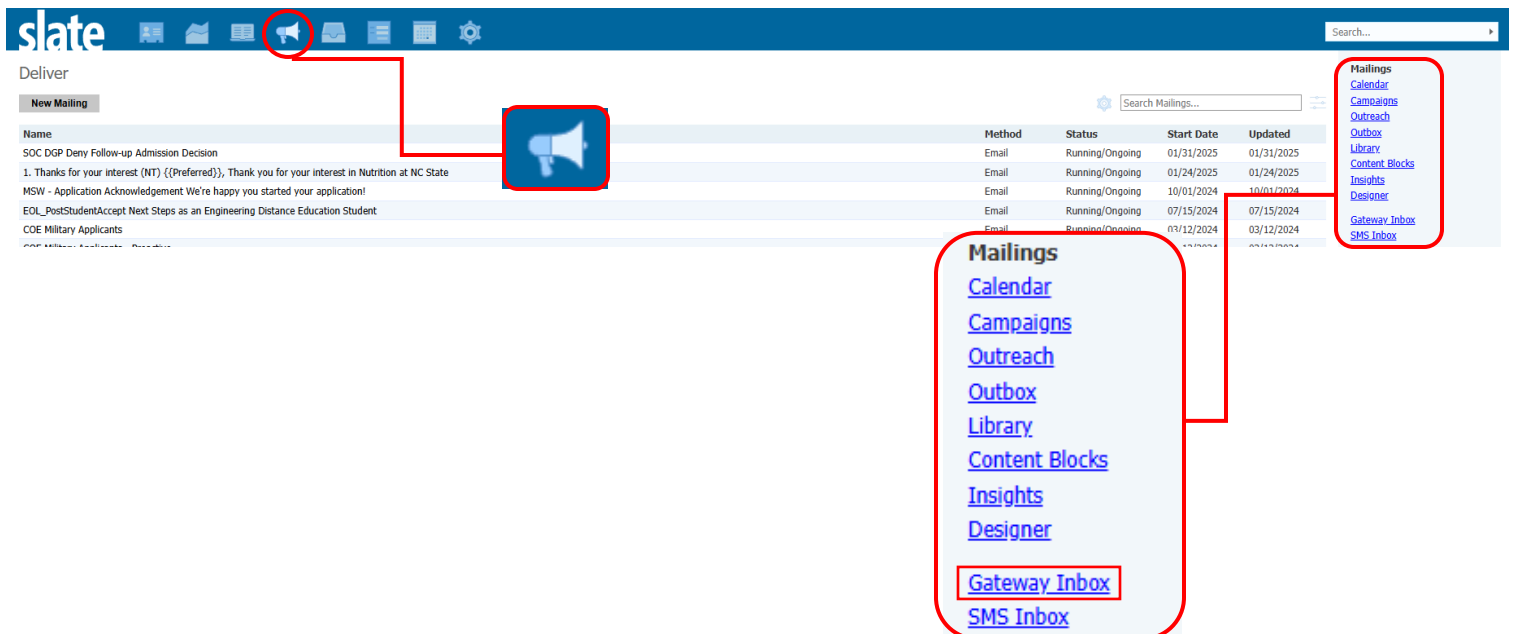


A pop-up will appear with your unique Slate email address. **Copy and paste this email address into the “BCC” line of your email. Best Practice: Save this email address as a contact to quickly add it to emails.**



Next Steps

To ensure your external emails appear on applicant or prospect’s Timeline tab, **you’ll need to return to this page to match the email with the correct record.** You can access the Gateway Inbox under the Deliver icon by clicking “Gateway Inbox from the right-side menu:



On that screen you'll see a list of all emails you sent with the Slate BCC email address ready to be matched to a specific record.

Received	Sender	Recipient	Subject
04/02/2025 10:20 AM	@ncsu.edu	u	jma... Re: Admission Enquiries
04/01/2025 09:08 AM	@ncsu.edu	ai	in0... Re: WELCOME TO THE MONTH OF APRIL, KAT!
04/01/2025 08:28 AM	@ncsu.edu	gj	ig@... Re: Jenkins MBA Introduction: Kat Byrd
04/01/2025 08:20 AM	@ncsu.edu	ai	ail.c... Re: Jenkins Graduate Programs Monthly News & Announcements
04/01/2025 08:17 AM	@ncsu.edu	b	19... Jenkins MBA Full-time Program Introduction: Kat Byrd
03/31/2025 03:23 PM	@ncsu.edu	el	ail... Re: Jenkins MBA Introduction: Kat Byrd
03/31/2025 02:22 PM	@ncsu.edu	el	ail... Re: Jenkins MBA Introduction: Kat Byrd
03/31/2025 02:18 PM	@ncsu.edu	ai	ail.c... Re: Jenkins Graduate Programs Monthly News & Announcements
03/31/2025 10:20 AM	@ncsu.edu	gj	ig@... Jenkins MBA inquiry about the GMAT/GRE
03/31/2025 09:37 AM	@ncsu.edu	li	@g... Jenkins MBA campus visit opportunity
03/28/2025 08:46 AM	@ncsu.edu	je	@g... Re: Jenkins MBA Introduction: Kat Byrd

Once you click on an email, you'll see the message and all possible matches. In the example below, partial names and emails have been redacted, but if the possible match is the correct prospect or applicant, you'll click on their name highlighted in blue. This will fill into the open "Record" field and then you can click "Save" or the arrow button next to it to save and open the next email in the list.

Jenkins MBA Full-time Program Introduction: Kat Byrd Prev Next X

Sent Thursday, March 27, 2025 02:04 PM

Sender i@ncsu.edu

Recipient @gmail.com

Subject Jenkins MBA Full-time Program Introduction: Kat Byrd

Record

[Create Record](#)

Possible Matches:

- [Natalia](#) (@gmail.com)

Hi Natalia,

I just wanted to reach out and let you know that I am your point of contact for any inquiries you may have about the [Full-time MBA program](#) at Jenkins. Our final [deadline](#) for the Fall 2025 intake's cycle is May 1st. Until then, all domestic applicants will have their application fee waived! Here is our [website with upcoming events](#) to help you learn more about the program and how to apply.

Let me know if you have any questions!

Save → Delete Close

If the possible match is not the record you expected (an applicant used a different email than the one they used to create their application, etc.), you can type the name, email address or NCSU ID of the prospect or record you want to match it to in the Record field and if they exist, their name will populate. If the email was your first interaction with a prospective student, you can click on the “Create Record” to create a Slate record for them. Their email will populate, but you can type their first and last name and birthdate if you know it. First and Last Name are required to create a record.

The screenshot shows an email window titled "Re: NC State AEHS Application" with a "Prev Next X" header. The email details are as follows:

- Sent: Wednesday, April 2, 2025 01:57 PM
- Sender: graduate-school@ncsu.edu
- Recipient: [redacted]@ncsu.edu
- Subject: Re: NC State AEHS Application
- Record: [empty text box]

A red box highlights a "Create Record" button below the Record field. A "New Person" modal form is open, containing the following fields:

- Email: [empty text box]
- First Name: [empty text box]
- Last Name: [empty text box]
- Birthdate: [empty text box] mm/dd/yyyy

At the bottom of the modal are "Create" and "Cancel" buttons.

If you have a test record in Slate or copied anyone on that same email who also has a test record, they will also appear as Possible Matches:

The screenshot shows the same email window as above. Below the "Create Record" button, there is a "Possible Matches" section with the following entries:

- [Gelsinger, Melinda](#) (graduate-school@ncsu.edu)
- [Ha \[redacted\]](#) ([redacted]@gmail.com)
- [Testing, Test](#) (graduate-school@ncsu.edu)