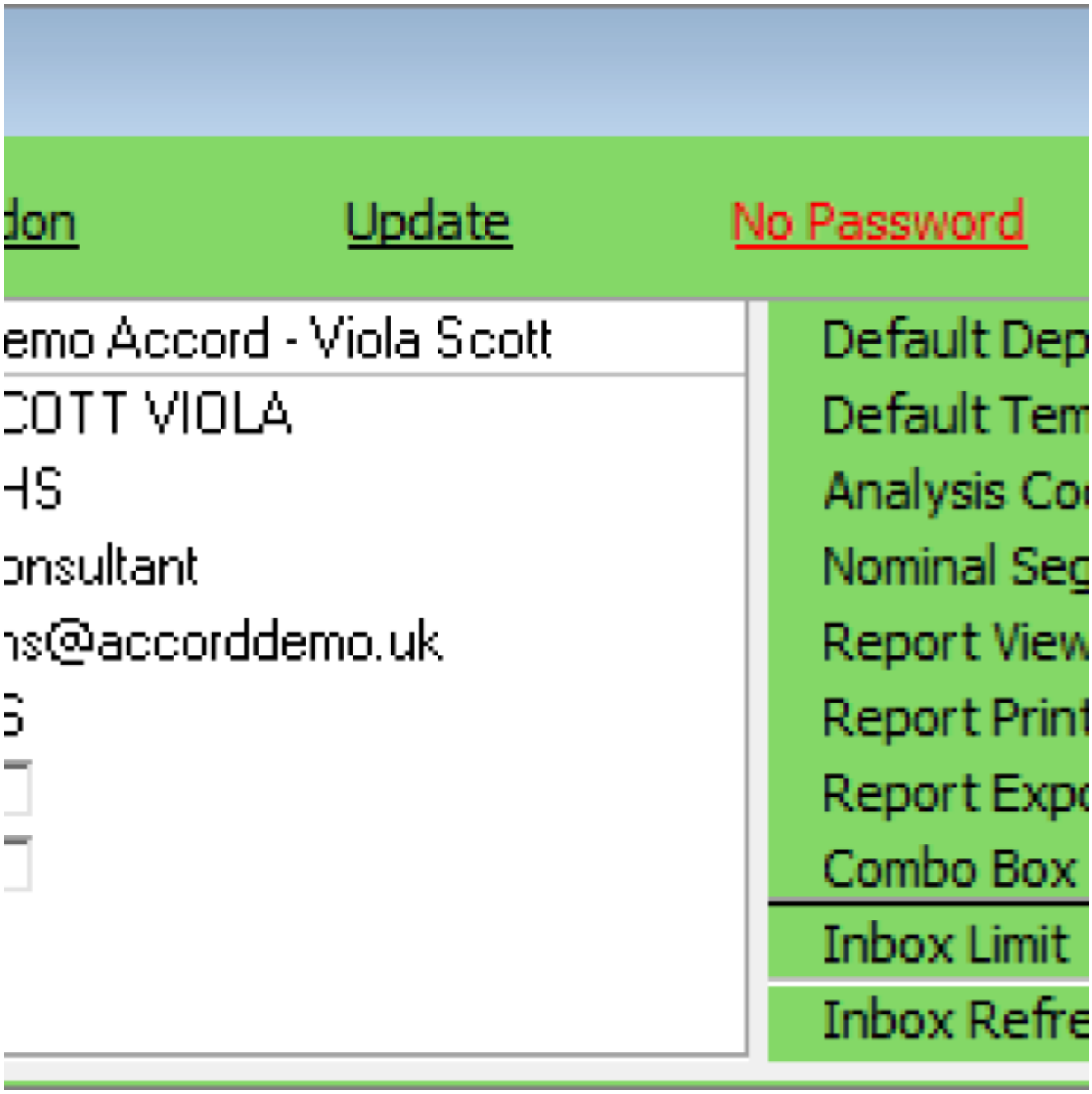
Inbox and Contact Events

Inbox Settings
From the Desk Top the most recent emails of the computer's inbox are displayed in the Inbox view. The amount of emails showing and refresh rate is set per User, as a large amount of emails takes a long time to load.

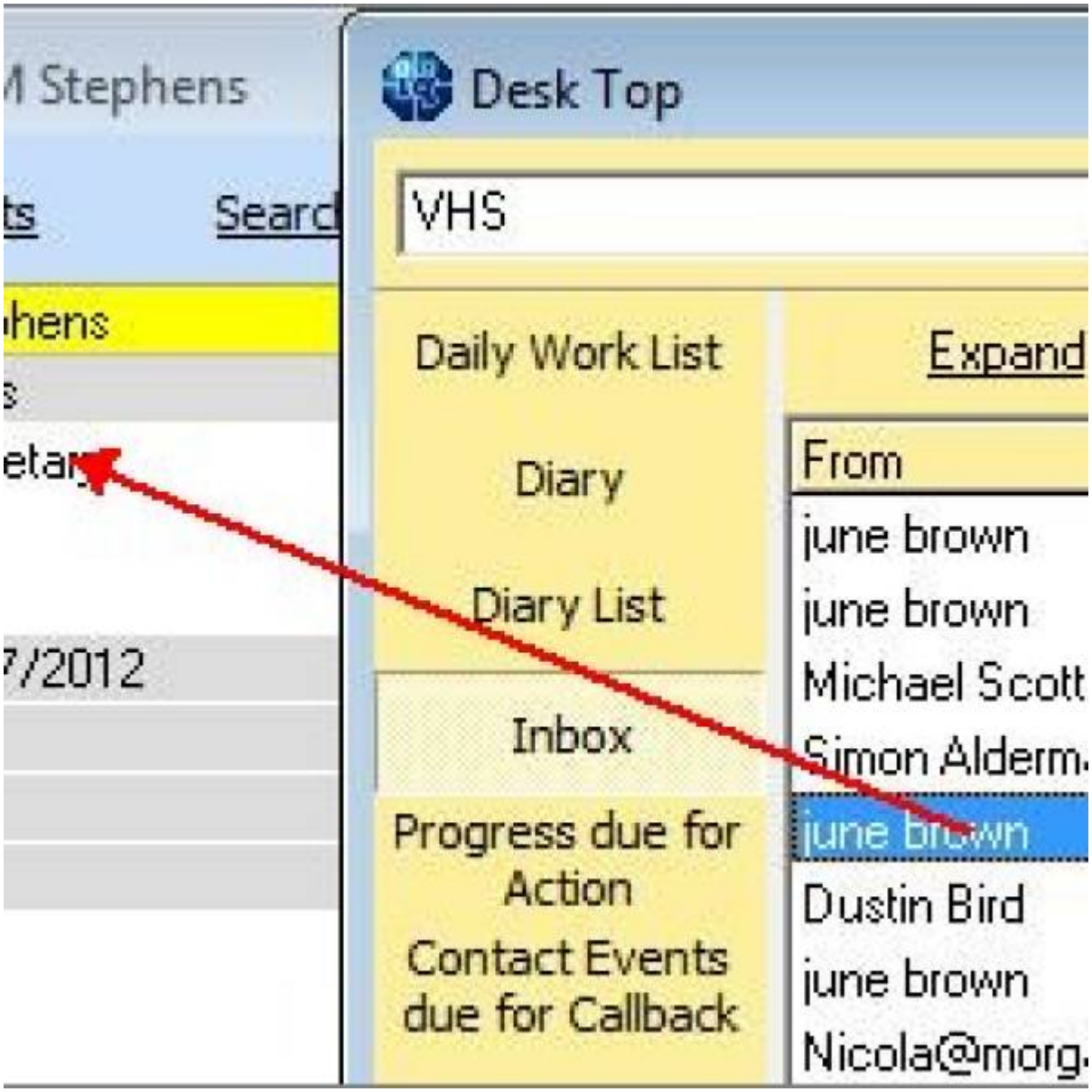
In the User form, scroll down in the top right settings to see the Inbox settings.



The Inbox refresh rate will auto update the Desk Top if this is set, so it does not have to be done manually.

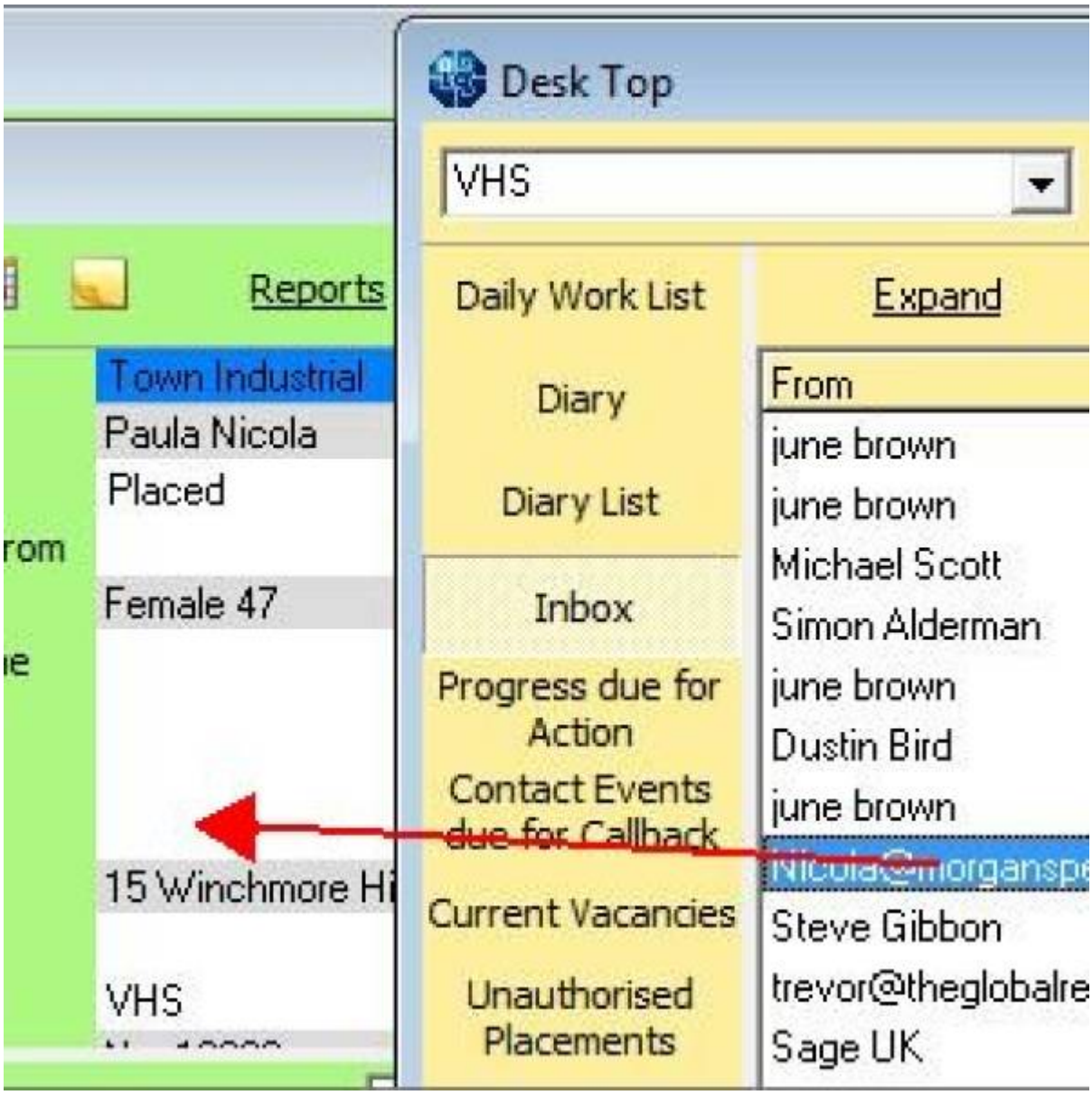
Linking incoming emails to IQX Records
If an email address is matched in IQX then the email can be saved directly to the main record.
By using Drag and Drop an email can be saved linked to any record.

To attach an email as a Contact Event to a Vacancy: If the Vacancy will be found in Current Vacancies then go there, Expand, move the Desk top to the right and drag from Inbox onto the Vacancy Position. The cursor will show as an arrow with a box. Drop and a contact event will be created.



To attach an email to a record without an email address

Expand the record, move the Desk top to the righ and drag from the inbox onto the record. For Person and Contact records you will be asked if you want to add the email address to the record.



A contact event is created and you are given the option to save the email address against the record or not.
Yes will add the email address.
No will NOT add the email address.



To save an attachment from an email in the inbox to the Documents view of a record.

From:
https://iqxusers.co.uk/iqxhelp/ - **IQX**

Permanent link:
https://iqxusers.co.uk/iqxhelp/doku.php?id=4_inbox_and_contact&rev=1363611817

Last update: **2017/11/16 21:55**