# Inbox

**Refers to:**
Desktop form → Inbox tab

The Inbox Tab displays the Inbox folder contents from the PC User's Email provider. Another user's email **can not** be seen. Where an email address is recognised by IQX the Contact's name will appear in the IQX Contact Column.

**Note** Save Message as Contact Event and Reply, **ONLY** work where a IQX Contact has been identified.

To add an email address to a Person record

- open the person details (In a Company or as a Person).
- Drag the Record to the bottom of the screen so that when the focus is back on the Desk Top the details can be seen underneath.
- Highlight and Drag the email onto the background of the details until the mouse pointer indicates it will add the information - when it is dropped the email address will be added to the Person Contact Numbers for identification and a Contact Event will be created from the email details.

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