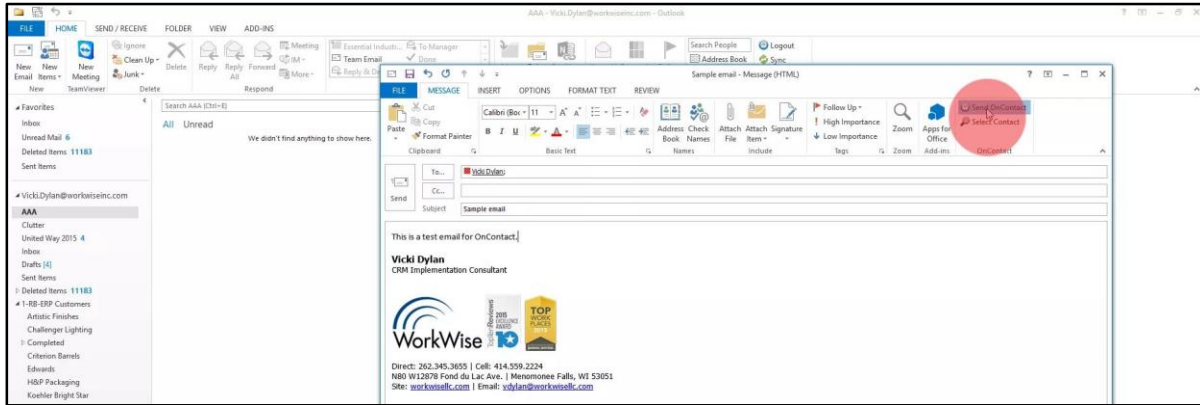


Send And Record Email from Outlook

1. To send an email AND record a copy of the email as an OnContact Activity, start by opening the Outlook email, and compose your message. When you are ready to send it, instead of clicking the Outlook Send button, click the Send OnContact button.



2. Your email is sent from Outlook to the recipients. An OnContact Activity record is displayed which includes an exact copy of your email including any attachments. OnContact searches for a match on the email address(es) you sent the message to. If a match is found, the Activity is linked to that Contact record.

