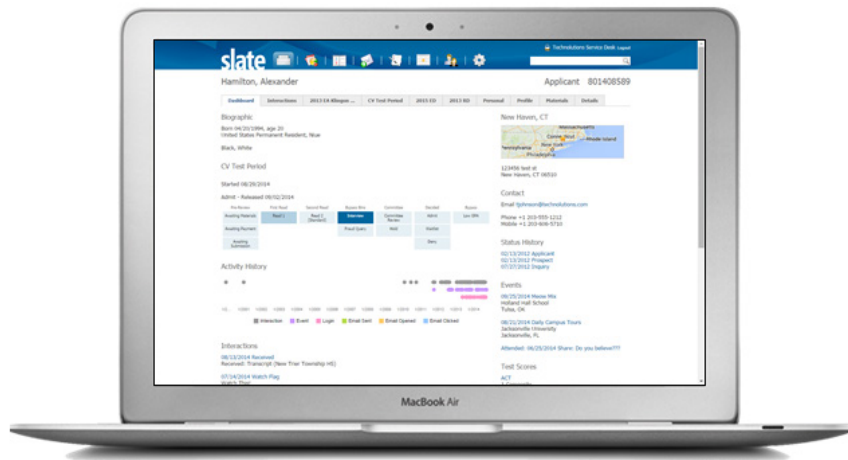




USER MANUAL

*Using unique Slate address to BCC
Instructions*

January 11, 2016



BINGHAMTON
UNIVERSITY
STATE UNIVERSITY OF NEW YORK

The Graduate School

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Why do I need to add my unique Slate address to the BCC line?

In an effort to provide prospects and applicants with the best customer service and to ensure that both the department and the Graduate School office are on the same page, adding your unique Slate address to the BCC line will allow all communication with prospects and applicants to be documented on Slate.

By doing so, both the department and the Graduate School office will be able to see what has been communicated to the students and allow us to convey a unified message and information. Additionally, this will allow both the department and the Graduate School office to evaluate each student's interaction with Binghamton University.

When do I need to add my unique Slate address to my BCC line?

Whenever you are sending an e-mail to a prospect or applicant or responding to a prospect or applicant's e-mail, add your unique Slate address to the BCC line. Include the Slate address in the BCC line even if the student is not currently in the system. If he/she is added later on and/or decides to apply, Slate has the ability to incorporate previous interaction(s) into the student's profile.

Where do I go to find my unique Slate BCC address?

From your Slate Dashboard...

slate

Welcome, Grace.

You have accessed Slate from 3 computers in the past 72 hours. Details Supervised Login

2016 Applications

Term	Applications
Fall 2016	~660
Spring 2016	~710

2016 Submitted Applications

Term	Submitted Applications
Fall 2016	~150
Spring 2016	~450

1a) Mouse over the gear icon



1b) Select "Database"

2) Select "E-mail to Slate Gateway" located under "Messages" (2nd row, 4th column)

3) A pop-up will appear with your unique Slate e-mail address

Email to Slate Gateway

The Email to Slate Gateway enables you to connect external email systems to Slate. By adding the private email address below to your address book in Gmail or other mail service, you can quickly add messages exchanged outside of Slate to the appropriate student records in Slate. To forward a message that you have received into Slate, you can either BCC this address on your reply or forward the message to this address. Keep this address private and do not include it in the 'To' or 'CC' lines when replying to a student. Messages received by this gateway will typically be added to the student records within 15 minutes of receipt.

bgr.023550a639f24381be80c3459aa955b5@slatemail.technolutions.com

Close

4) Copy and paste this address into the "BCC" field of your e-mail

Re: Interested in MBA Program

To: student@...com

Bcc: bgr.023550a639f24381be80c3459aa955b5@slatemail....

Re: Interested in MBA Program

Recommendation:
Add this e-mail address to your Contacts and name it "Slate" to easily add it to the "BCC" line.