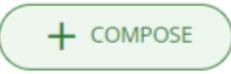
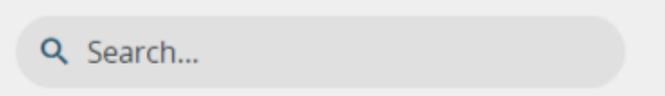
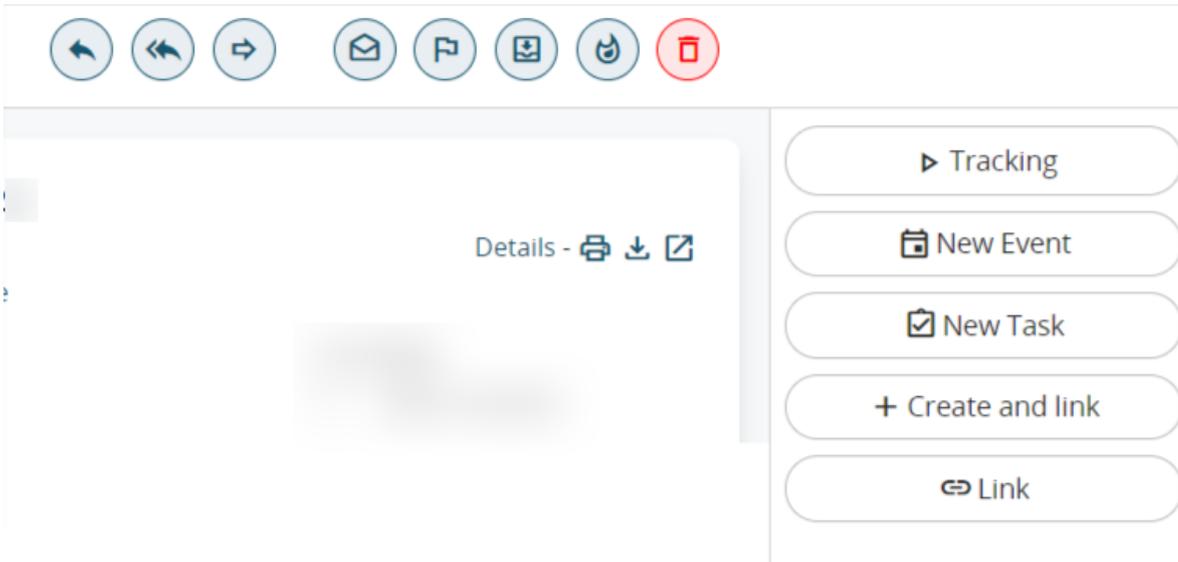


5.2.3 Email Functions

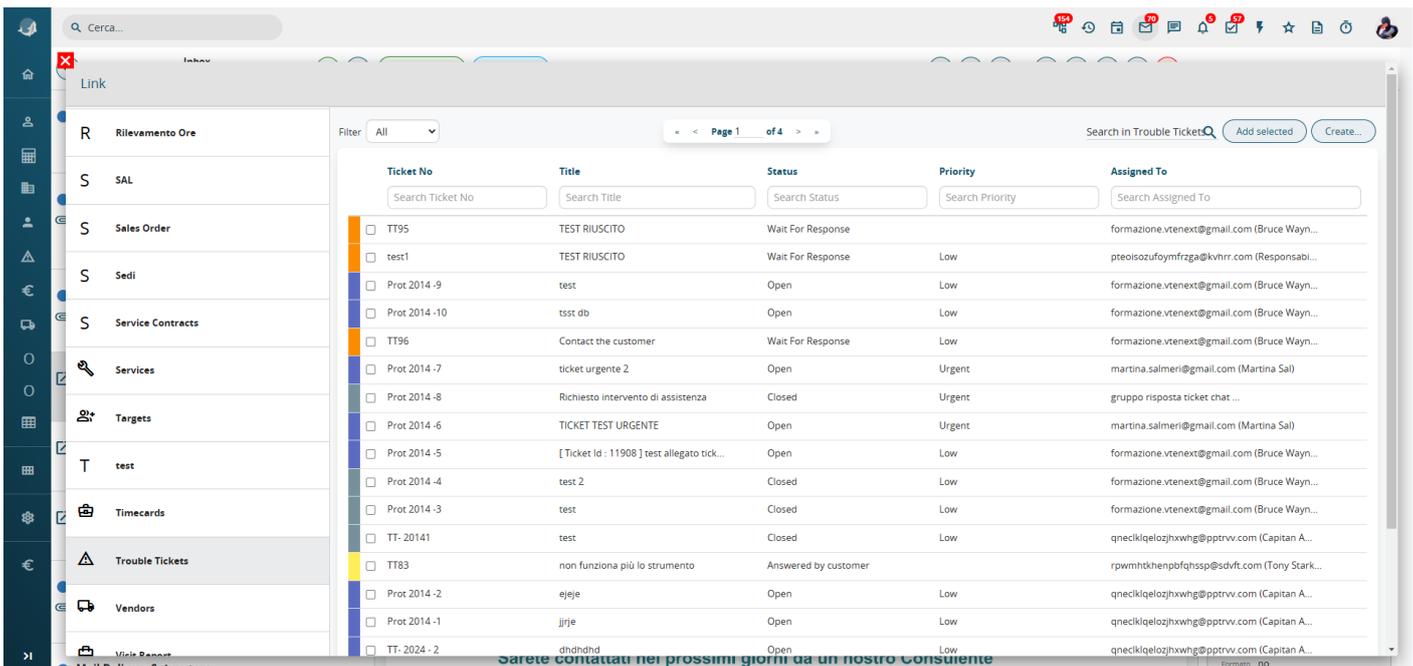
	<p>Compose a new email.</p>
	<p>Download emails from the email server</p>
	<p>Messages module settings (user's personal settings)</p>
	<p>Mark message as read/unread</p>
	<p>Mark message as important</p>
	<p>Move email to another folder</p>
	<p>Mark as spam (the email is moved to the Spam Folder)</p>
	<p>Delete email (the email is moved to the bin)</p>
	 <p>Search in emails (simple and advanced)</p>
<p>Create Event/to-dos</p>	<p>Create calendar activity from the email</p>
<p>Link</p>	<p>Link the email to an object in vtenext</p>
<p>Translate</p>	<p>Open Google Translate for instant translation of the body of the email</p>
<p>Download attachments</p>	<p>Download a single zip file containing the attachments, if more than one</p>
	<p>Download attachment</p>
	<p>File attachment as a CRM document / View document tab</p>
	<p>Link document to an object in vtenext</p>


Open attachment preview (supported extensions: odt, pdf and common image formats)

Emails can be linked to CRM modules by means of the Link function:



Through the “Link” function it is possible to relate the emails to the CRM modules:



The system suggests possible links automatically based on the sender's email address. You can edit the “Filter” item to extend to search also to include results beyond the suggested ones. The “Recents” button, which is accessible from the “create and link” function, allows you to access the modules most recently visited.

If you can't find a match with an existing element, you can create a new record (for example a new account) by means of the “Create” button.

Once the connection has been made, it will be highlighted with the symbol



, which will be visible both in the email list view and in the email detail with an indication of the linked record.

The screenshot shows a software interface. On the left is a sidebar with a red trash icon at the top, a search bar containing 'ils', and a smiley face icon. The main area has a menu with buttons: 'Tracking', 'New Event', 'New Task', '+ Create and link', and 'Link'. Below the menu is a detailed record for 'EDFG Group Limited'.

EDFG Group Limited

Assigned To [Redacted]

Website www.edfgrouplimited.com

Phone (150) 009-5971

Industry Chemicals

Rating Active

Type --None--

Lock Automatic Emails no

Billing Address 999 Baker Way

Shipping Address 999 Baker Way

Billing City Sunnyvale

Shipping City Sunnyvale

Billing State CA

Shipping State CA

Billing Postal Code 23617

Shipping Postal Code 23617

Billing Country USA

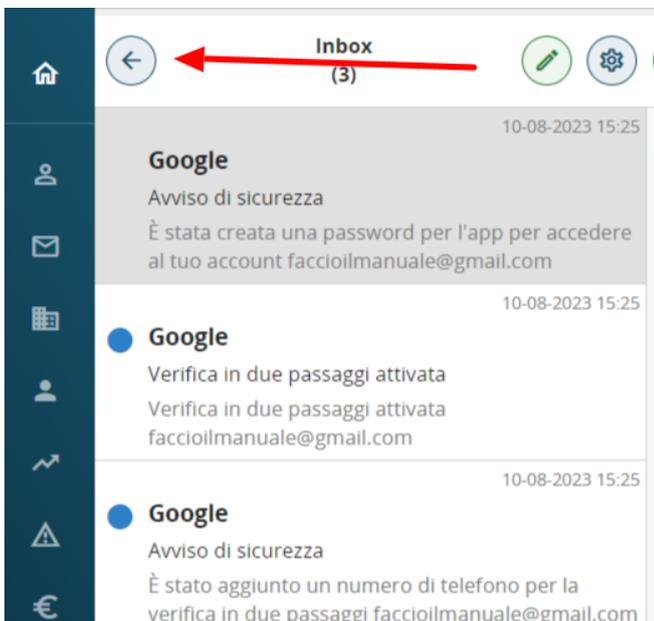
Shipping Country USA

Email test123@test123.com

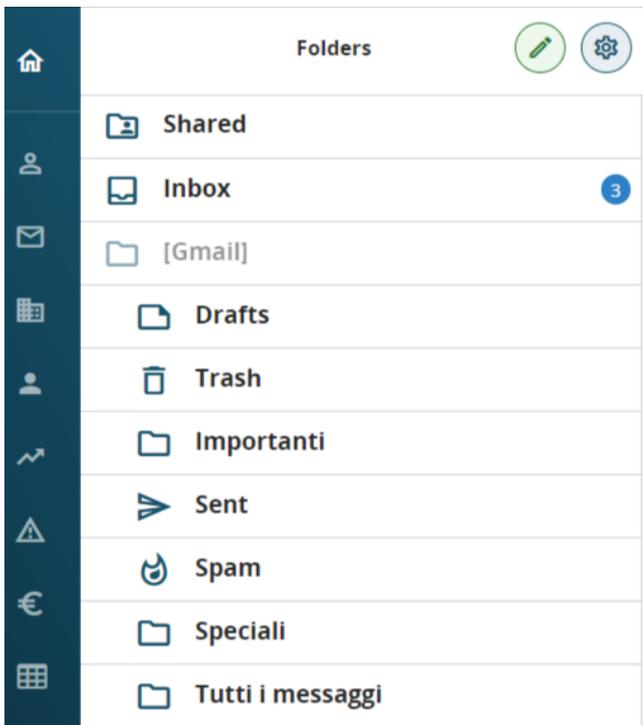
Linked emails will be also visible in the records, via Relations > Messages. Visibility of emails is subject to the Sharing Access configuration (Linked Messages module item).

Display the folders in the email inbox.

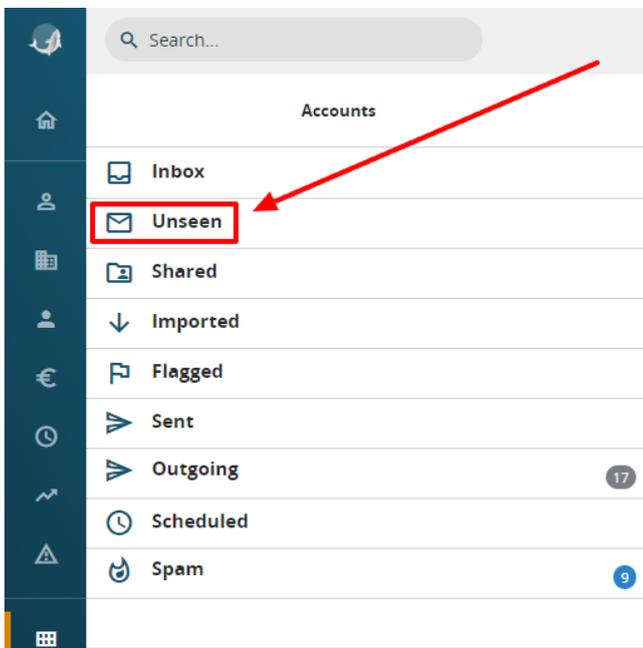
To view all the folders of an email inbox, simply click on the arrow located at the top left of the Messages Module, as shown in the following image.



After that, the complete list of available folders, previously created either directly from the browser or from another email client, will appear.



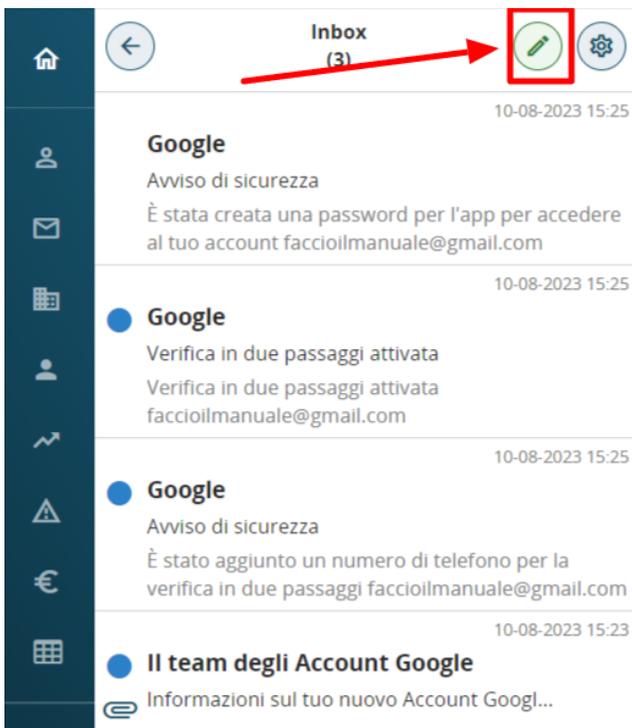
The "UNSEEN" email folder has been added to the list of folders for convenient searching and access to emails.



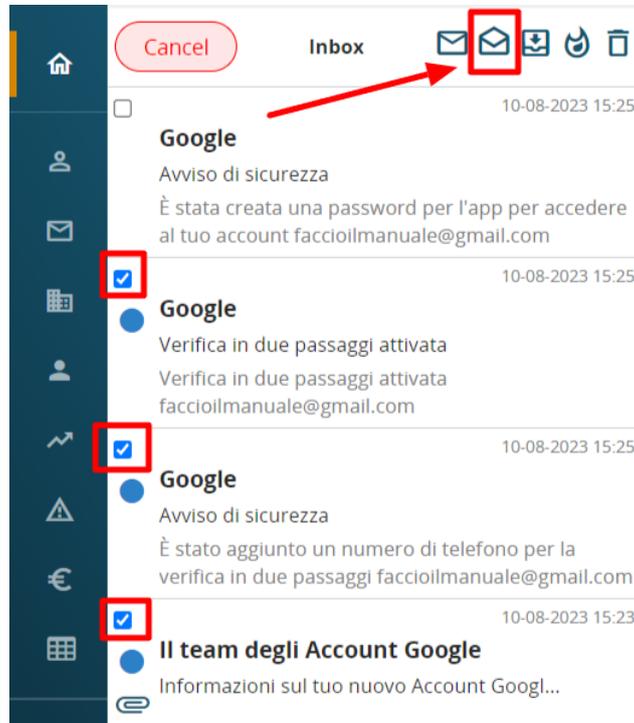
Mark all emails as read.

To mark all emails as read, it is essential to follow these simple steps:

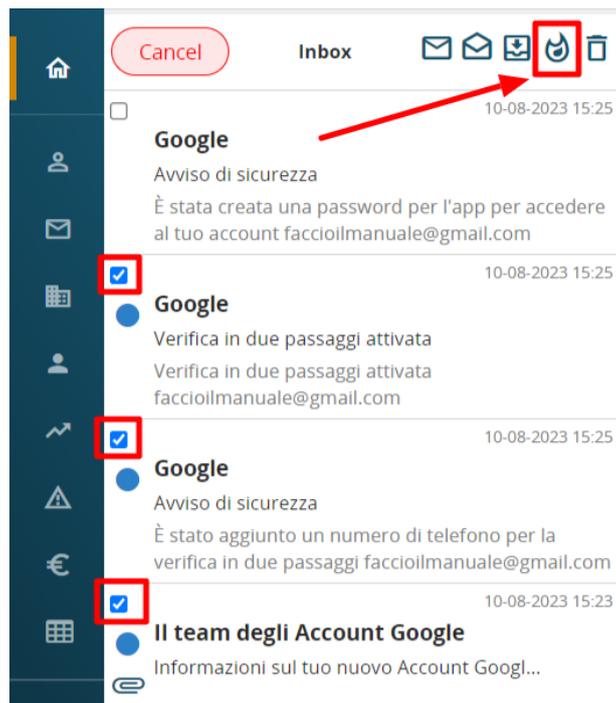
1. From the left column of the Message module, click on the edit icon (pencil) as indicated in the image below.



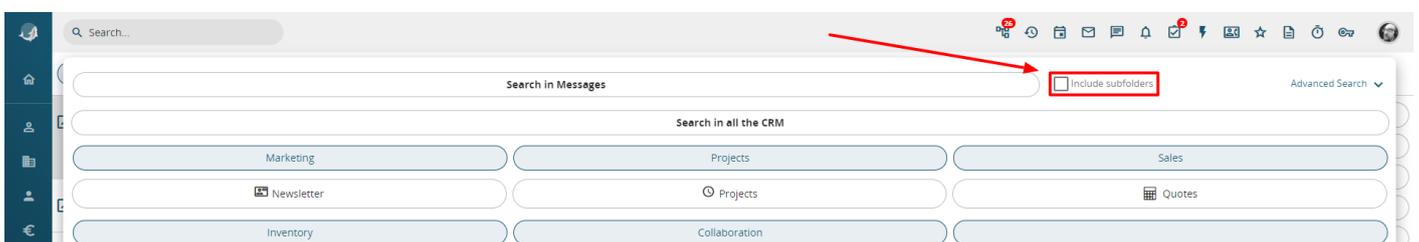
2. Finally, select all the emails you wish to mark as READ and click on the MARK AS READ icon, as indicated in the image below.



Using the same method, you can also bulk mark emails as SPAM/JUNK by clicking on the flame icon, as shown in the image below.



You can search for messages using the search function located in the top left corner. Additionally, you can conduct searches that include subfolders.



Revision #2

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