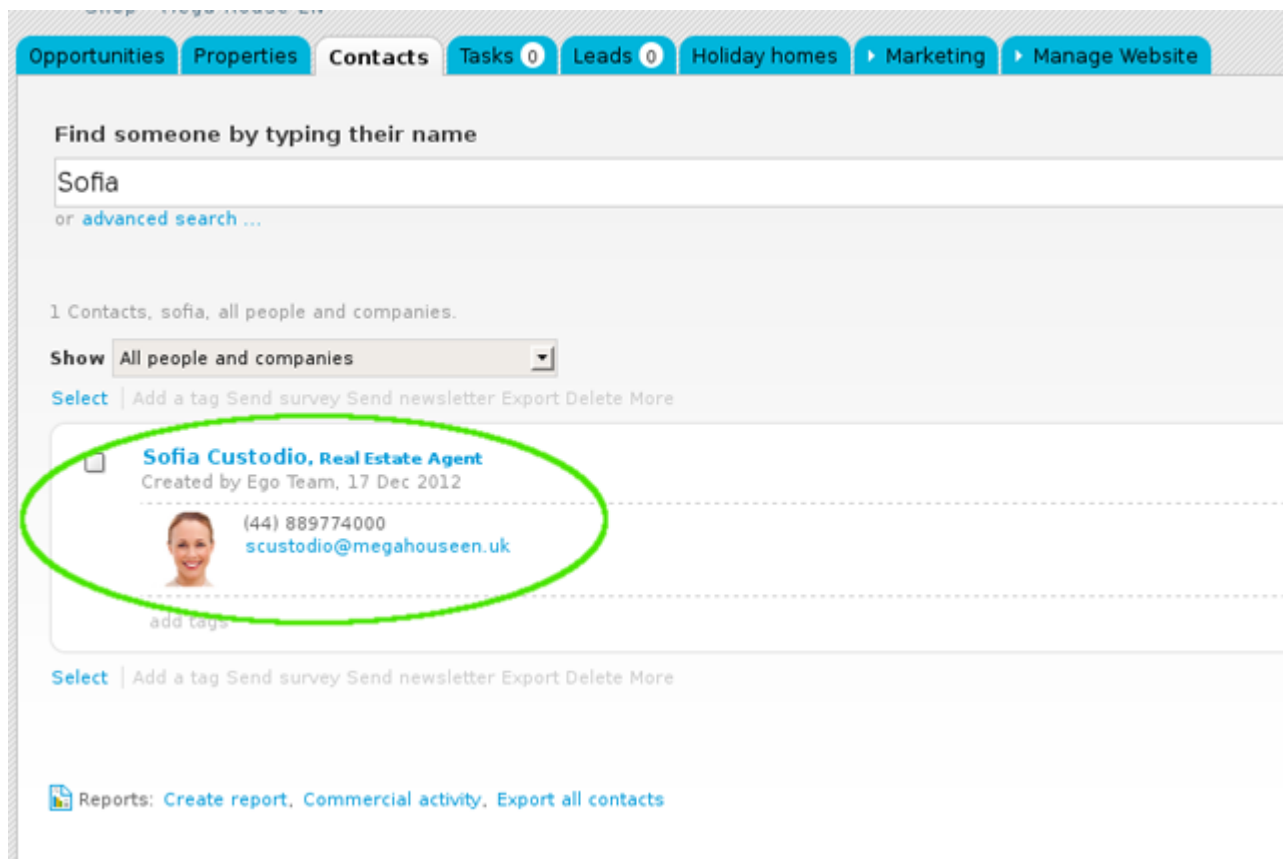


How to add emails sent to a customer on their contact form

Each application user has the possibility to automatically add the emails sent to a specific customer via Outlook, Gmail or others, as a note in that customer's contact form.

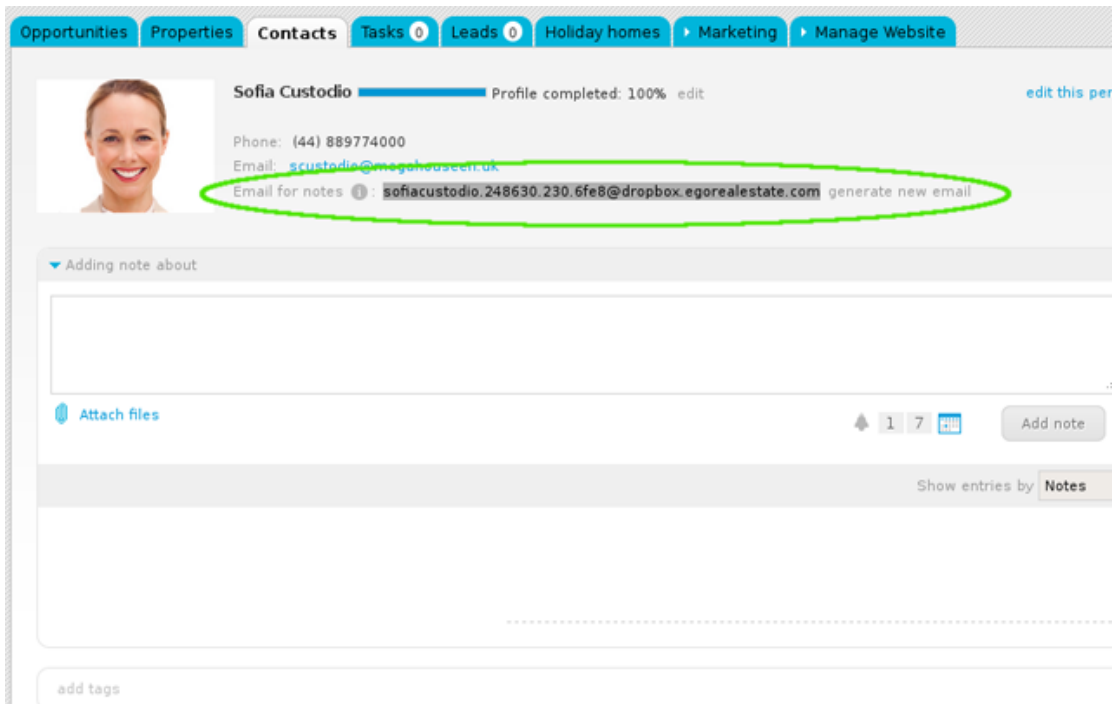
To do so, take the following steps:

1. Click on the '**Contacts**' tab and search your user name from the list;

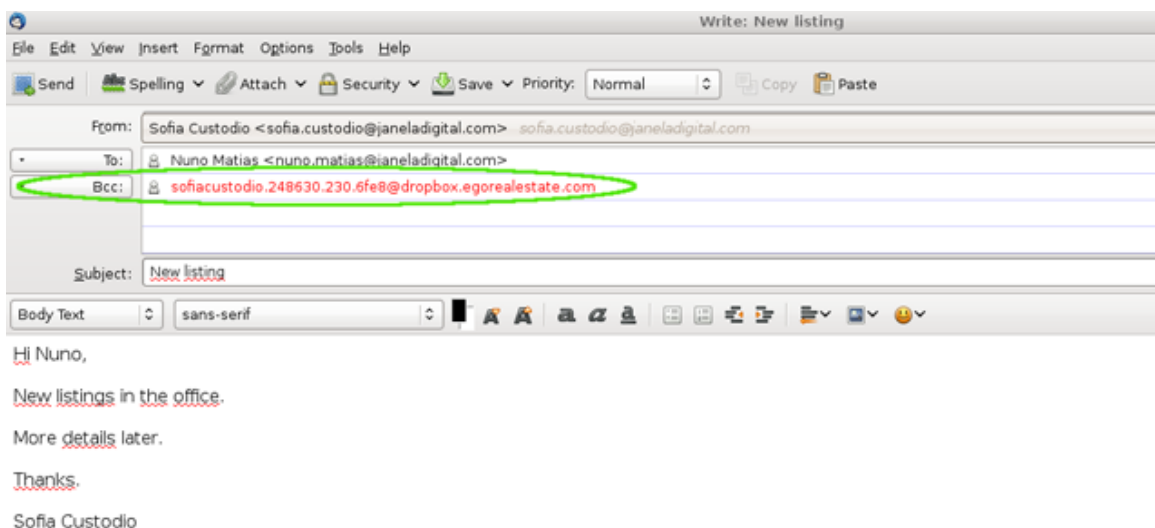


The screenshot displays the 'Contacts' tab in the eGO Academy software. The navigation bar at the top includes 'Opportunities', 'Properties', 'Contacts', 'Tasks 0', 'Leads 0', 'Holiday homes', 'Marketing', and 'Manage Website'. Below the navigation bar, there is a search bar with the text 'Find someone by typing their name' and the search term 'Sofia'. A dropdown menu shows 'All people and companies'. Below the search results, a single contact is listed: 'Sofia Custodio, Real Estate Agent', created by Ego Team on 17 Dec 2012. The contact's details, including a profile picture, phone number '(44) 889774000', and email address 'scustodio@megahouseen.uk', are highlighted with a green oval. The interface also includes a 'Select' button and a 'Reports' section at the bottom.

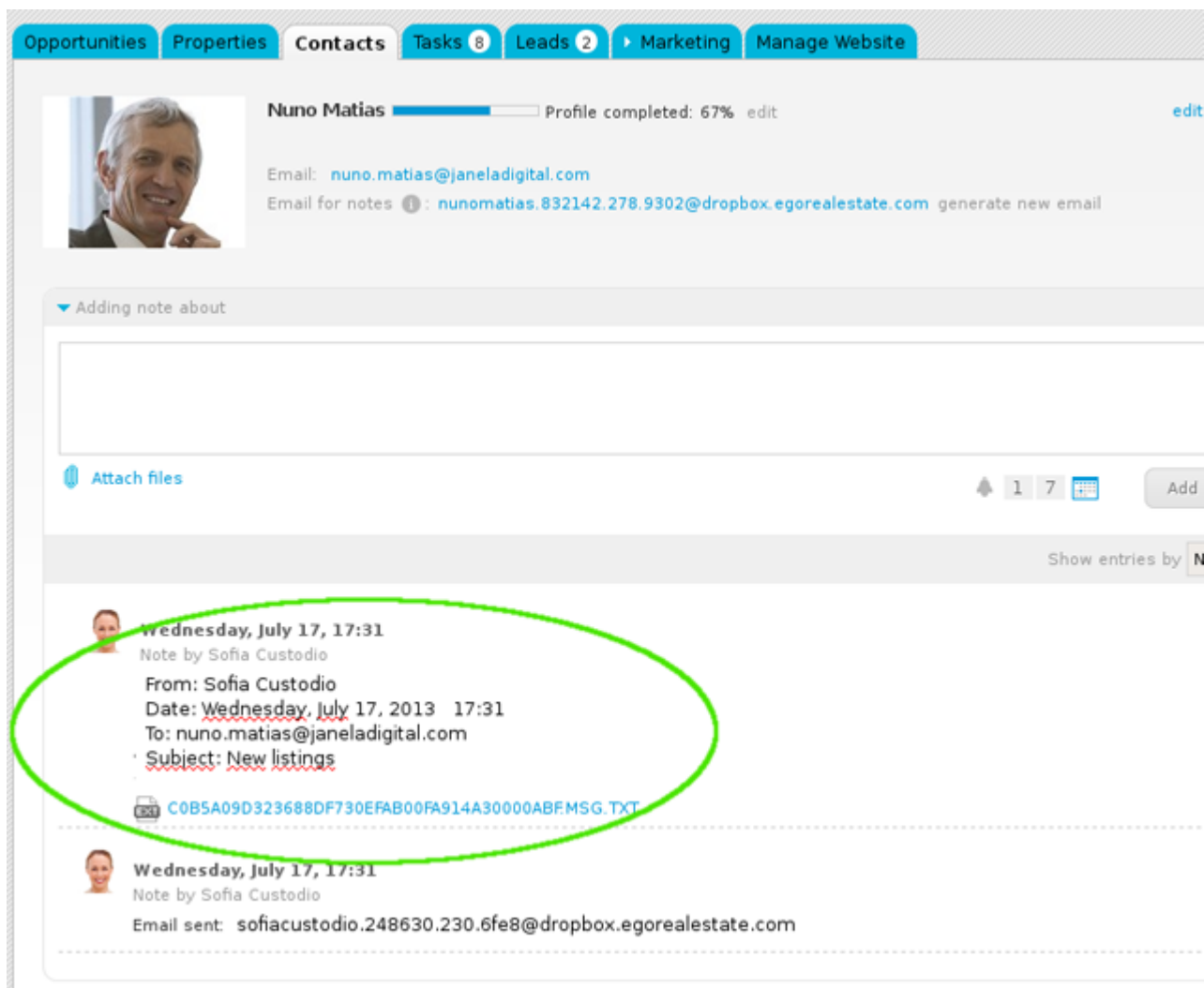
2. Click on the name to access the contact form and copy the code available in the **'Email for notes'** field;




3. Access your email client (or email program). In the email message, in the **'To'** field add the recipient's email address and in the **'BCC'** field paste the code previously copied from the eGO Real Estate contact form;



4. A copy of the email sent will be automatically added as a note in the recipient's contact form;



The screenshot shows a CRM interface with tabs for Opportunities, Properties, Contacts, Tasks (8), Leads (2), Marketing, and Manage Website. The contact profile for Nuno Matias is displayed, with a profile completion bar at 67%. Below the profile, there is a section for adding notes. A note from Sofia Custodio is highlighted with a green oval. The note content is as follows:

Wednesday, July 17, 17:31
Note by Sofia Custodio
From: Sofia Custodio
Date: Wednesday, July 17, 2013 17:31
To: nuno.matias@janeladigital.com
Subject: New listings
 C0B5A09D323688DF730EFAB00FA914A30000ABF.MSG.TXT

Below the highlighted note, another note is visible:

Wednesday, July 17, 17:31
Note by Sofia Custodio
Email sent: sofiacustodio.248630.230.6fe8@dropbox.egorealestate.com

Learn more at: <http://academy.egorealestate.com>

Questions: support@egorealestate.com