# Saving Email Messages Received from Applicants to Slate

In Slate, if you use Microsoft Outlook Client, you can save email messages that you have received directly from your applicants to a student record by using **Microsoft Outlook Add-in**. This will allow you to keep track of emails that do not go through the system. Follow the steps below in order to install the add-in and post emails to Slate.

Installing Microsoft Outlook Add-in

Click the ⚙ icon on the top navigation bar. Select **Microsoft Outlook Add-in** under **Messages** and a file will be downloaded to your computer.

1. Click here.

2. Click **Microsoft Outlook Add-in**.
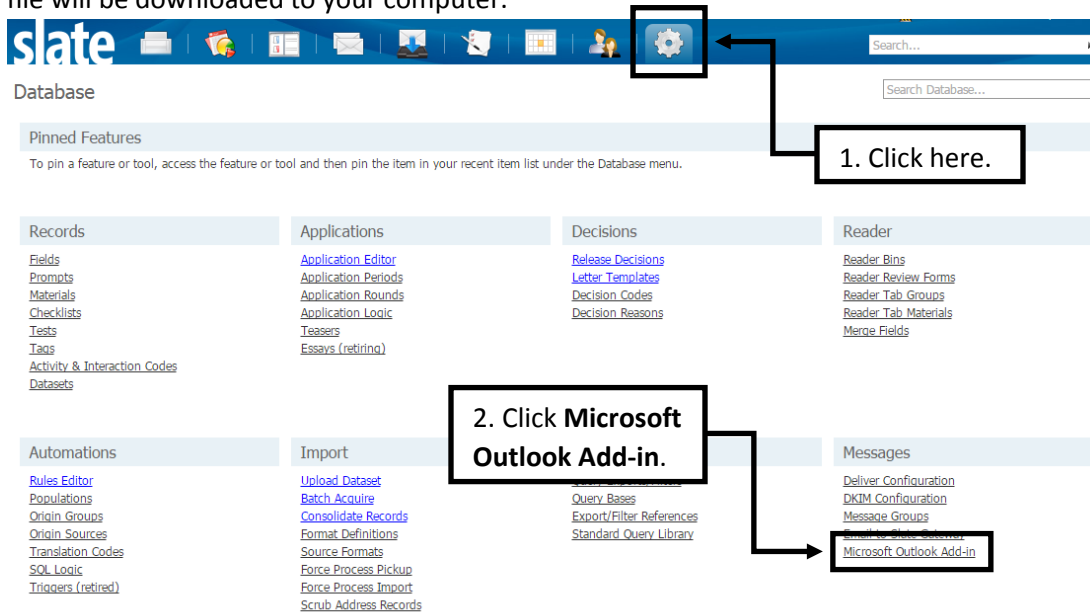
Open the file to begin the installation process. Click **Run** and this will install the Outlook Add-in for slate.

Click **Run** to install the add-in.

1
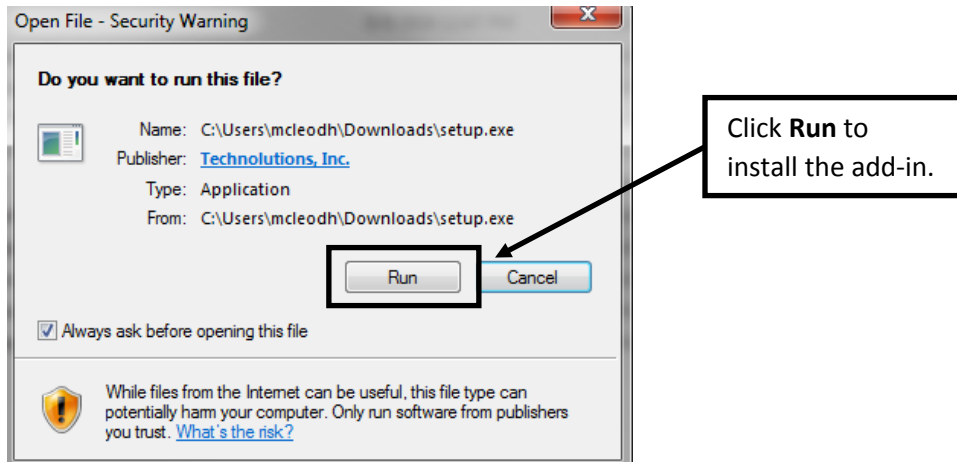
Open your Outlook email and click on the **ADD-INS** tab. If you see the following screen, the software is properly installed. If you don't, restart Outlook to see this new Add-In.
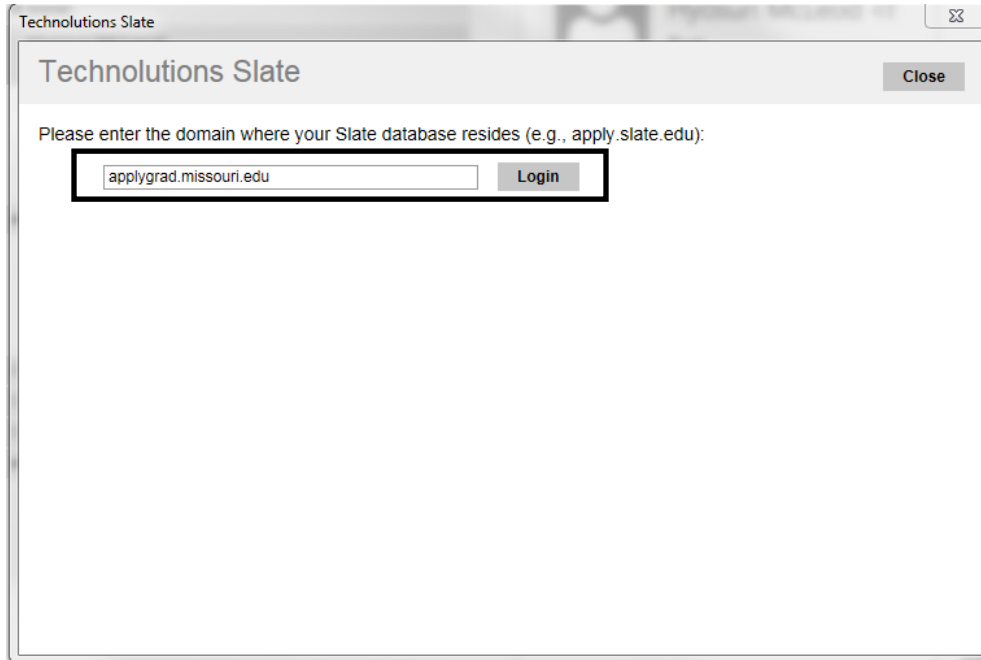
1. Click on the **ADD-INS** tab first.

2. If you don't see this software installed, restart your Outlook.
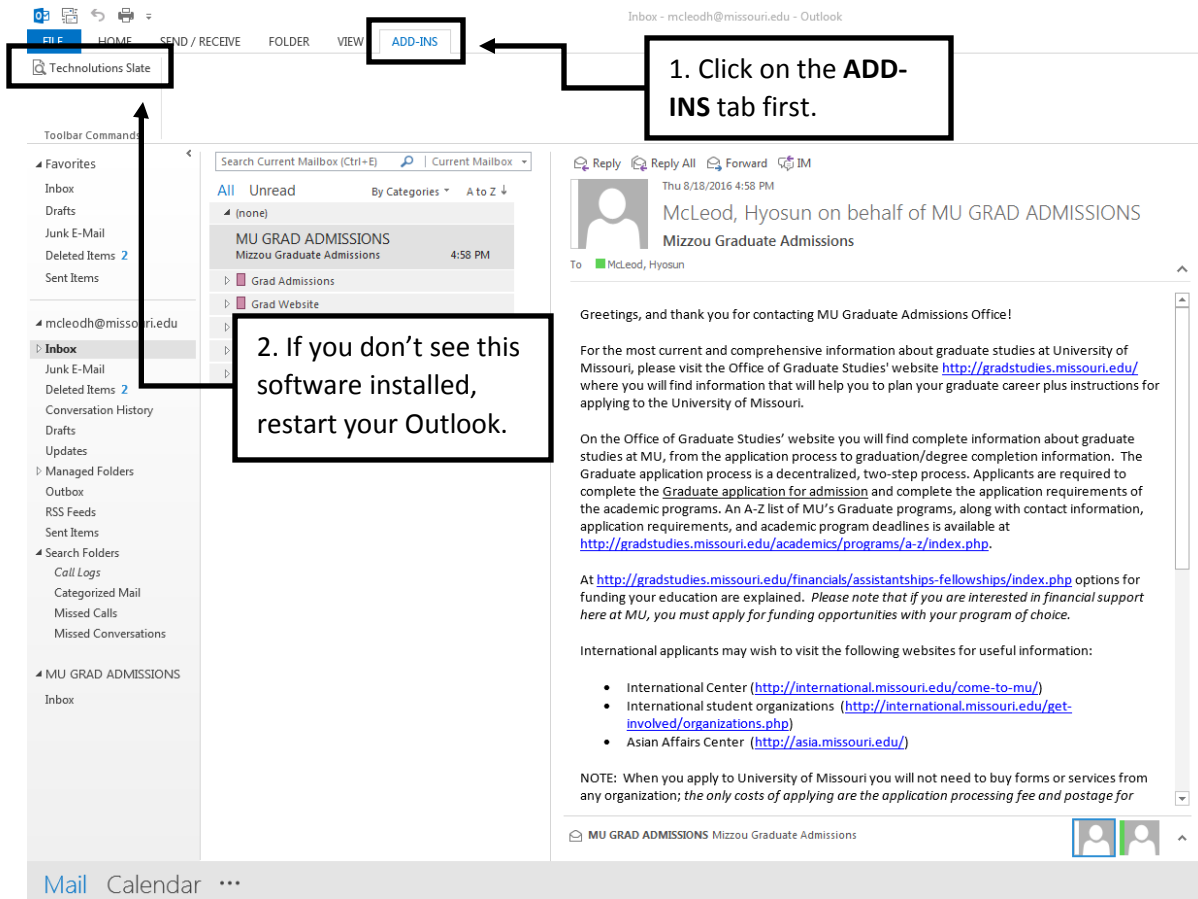
Saving Emails to a Student Record in Slate

Highlight the email you received from your applicant within Outlook. Once you have highlighted the email, click on the **Technolutions Slate** in the **ADD-INS** tab.

2. Click on the **ADD-INS** tab.

1. Highlight the email you received from your applicant within Outlook.

3. Click on the **Technolutions Slate**.

2
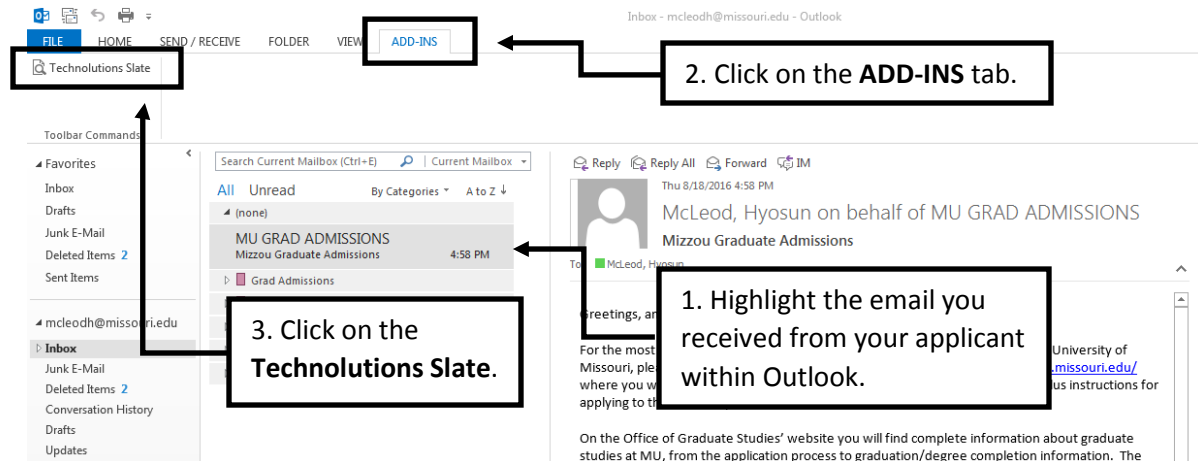
Next, the dialogue box below will appear. Enter the domain of our Slate instance, **applygrad.missouri.edu**, and then click **Login**.

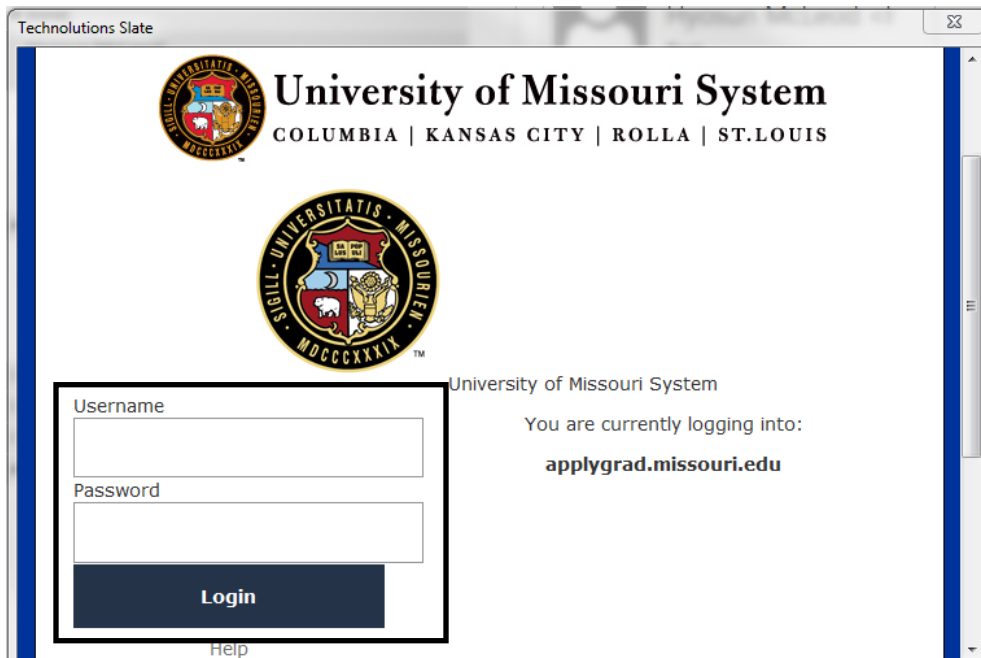Log into your account with your Mizzou Paw Print and password.

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If it is a correct record, click **Add to File**. (If it is not a correct record, click **Relink** and find a correct applicant record by entering first name, last name or email address. Once you find the correct record, click **Add to File**.)

If you would like to make sure that this message has been posted to the student record, click the applicant's name link.
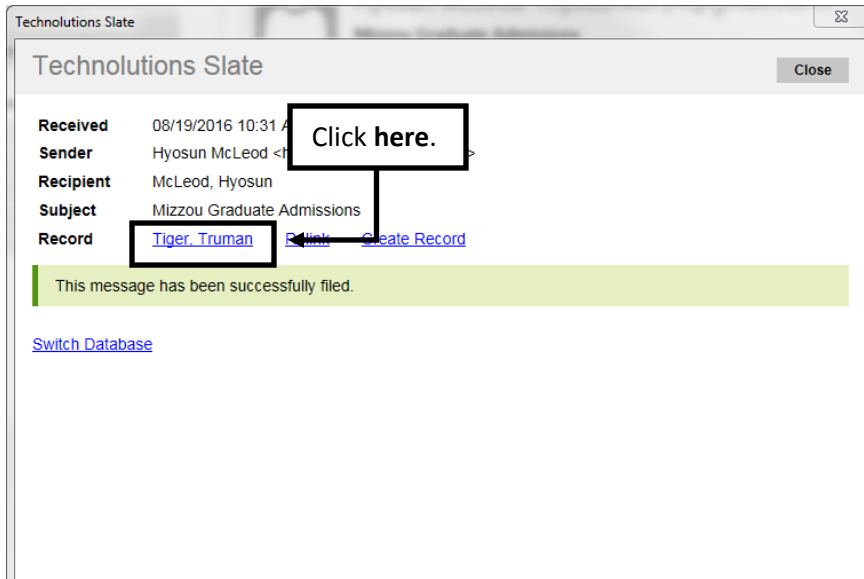
If you are not logged into Slate, you will be asked to log in. After logging in, go to the **Timeline** tab where you can view the email that has been added.

Please contact the Graduate Admission Office at gradadmin@missouri.edu with questions or for assistance.