
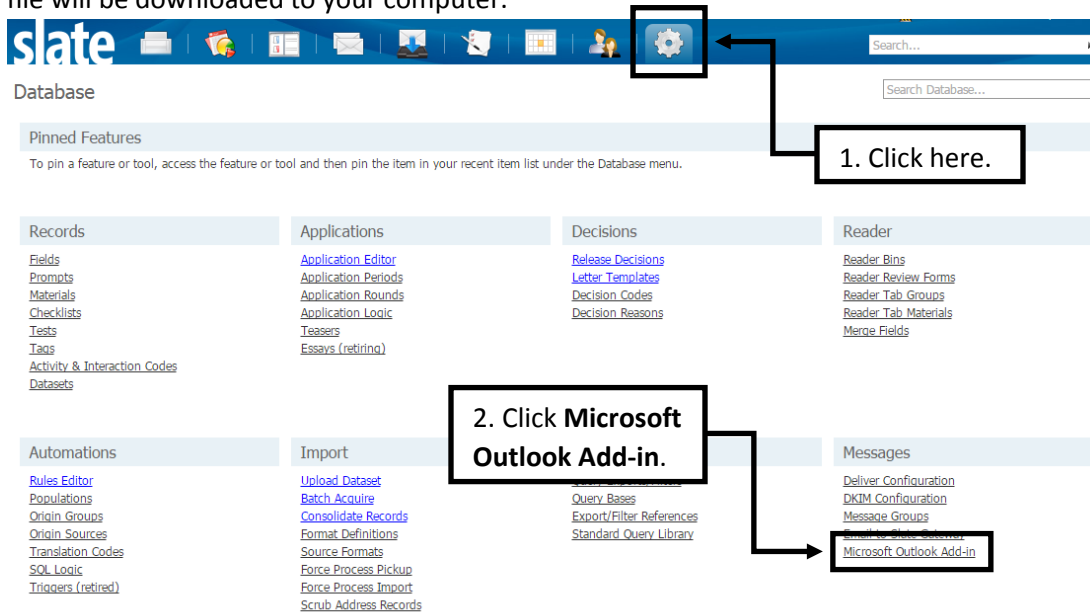


# Saving Email Messages Received from Applicants to Slate

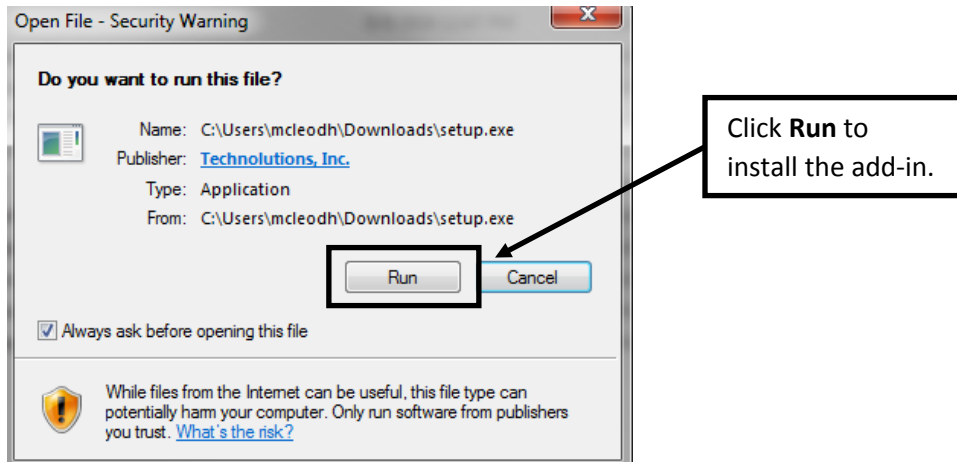
In Slate, if you use Microsoft Outlook Client, you can save email messages that you have received directly from your applicants to a student record by using **Microsoft Outlook Add-in**. This will allow you to keep track of emails that do not go through the system. Follow the steps below in order to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

## Installing Microsoft Outlook Add-in

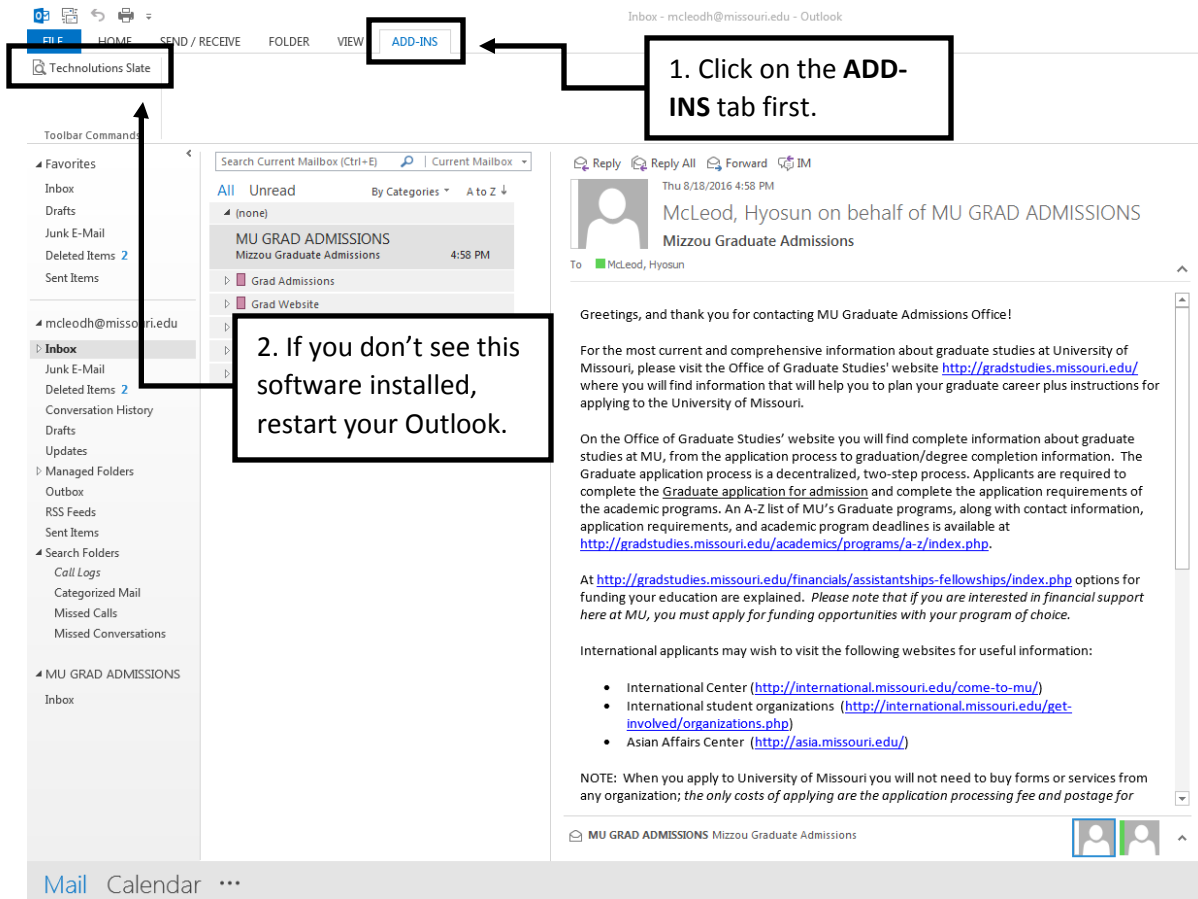
Click the  icon on the top navigation bar. Select **Microsoft Outlook Add-in** under **Messages** and a file will be downloaded to your computer.



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

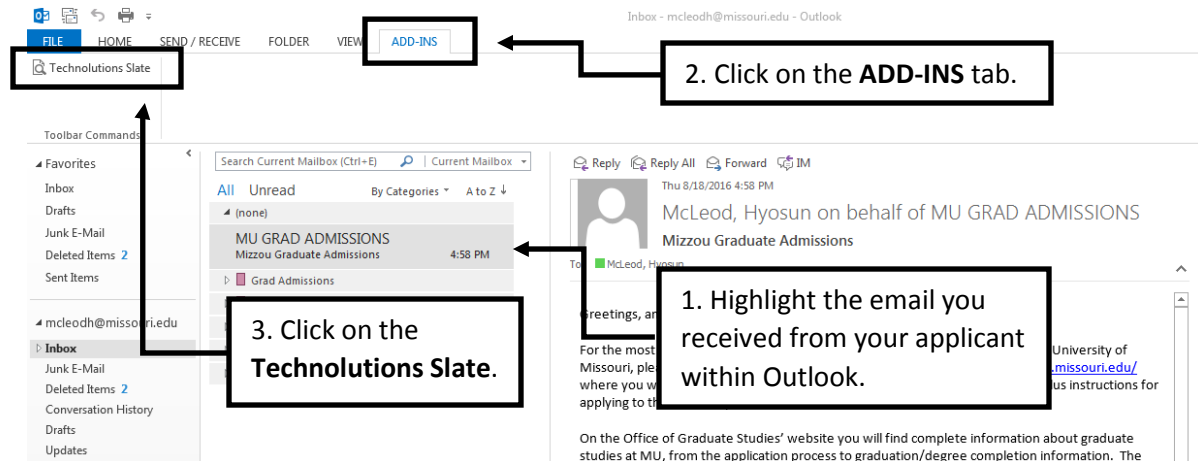


Open your Outlook email and click on the **ADD-INS** tab. If you see the following screen, the software is properly installed. If you don't, restart Outlook to see this new Add-In.

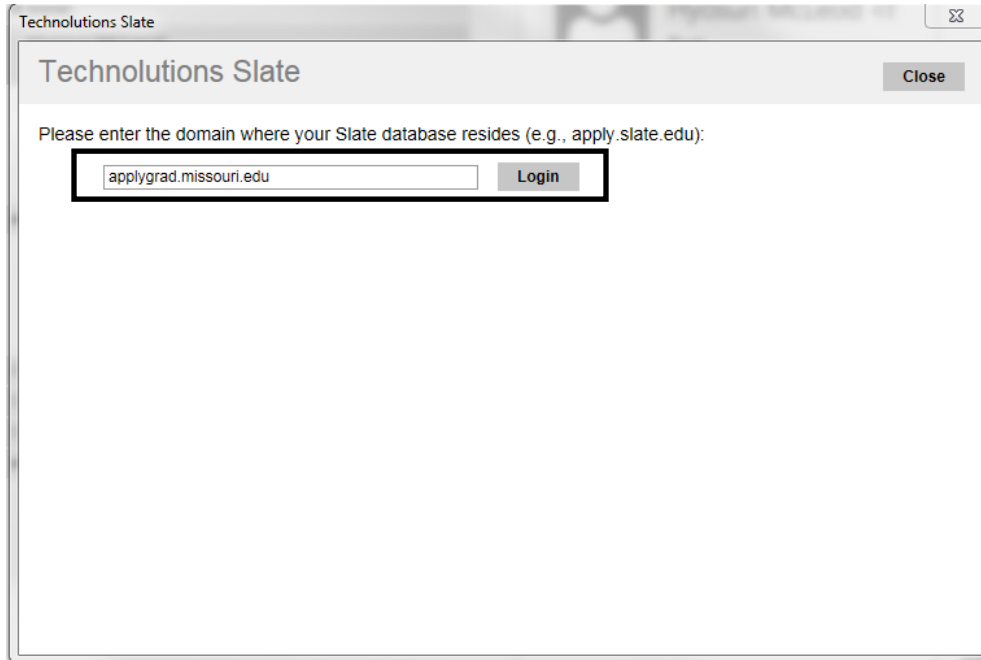


### Saving Emails to a Student Record in Slate

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.



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



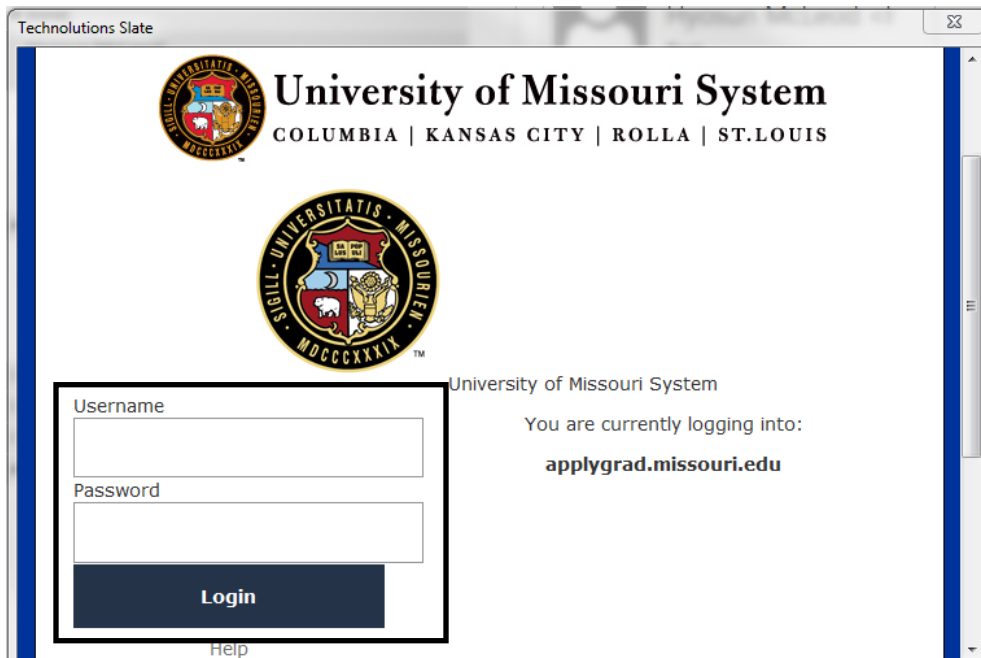
Technolutions Slate

Technolutions Slate Close


Please enter the domain where your Slate database resides (e.g., apply.slate.edu):


Login

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



Technolutions Slate

 **University of Missouri System**  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

 University of Missouri System

Username

Password

Login

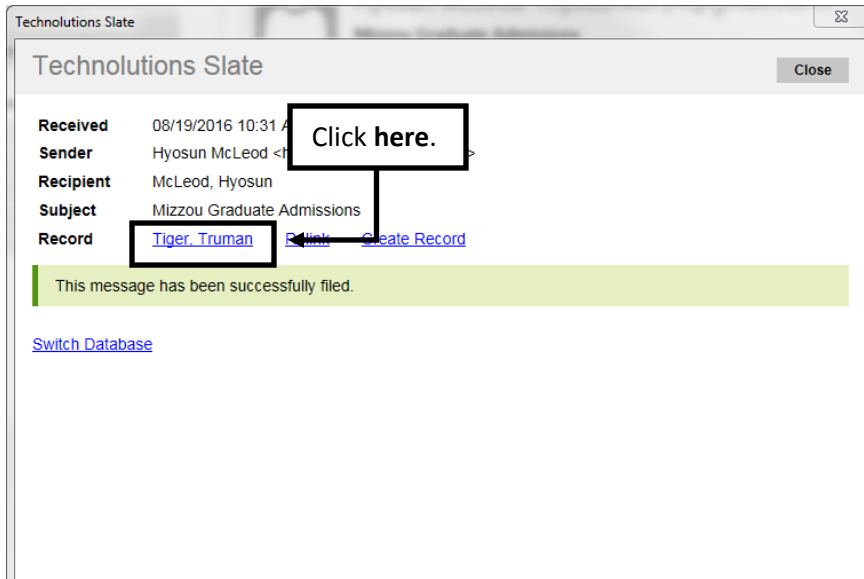
[Help](#)

You are currently logging into:  
**applygrad.missouri.edu**

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.

**slate**

Tiger, Truman

Dashboard **Timeline** Materials Mizzou Online Tigerview

1. Go to the Timeline tab.

2016 Jul 2016 Jul 2016 Jun 2016 May 2016 Apr 2016 Mar 2016 Feb 2016 Jan 2015 Dec 2015 Nov

2016 August New Interaction

08/19 10:31:39 AM	Received Message	Mizzou Graduate Admissions
08/18 5:40:27 PM	Message Bounced	University of Missouri Graduate Studies
08/18 5:40:25 PM	Form Submitted	Grad Studies Training Inquiry Form
08/16 3:35:50 PM	Sent Message	Mizzou Graduate Admissions
08/15 9:29:46 AM	Sent Message	Mizzou Application for Graduation Confirmation
08/12 10:57:11 AM	Sent Message	Recommendation Request from Hyosun Test
08/10 4:20:50 PM	Sent Message	Mizzou Application for Graduation Confirmation
08/10 4:09:47 PM	Sent Message	Mizzou Commencement Ceremony RSVP Confirmation
08/08 12:50:35 PM	Sent Message	Mizzou Graduate Application for Admission

2. The email that has been added is available here.

Please contact the Graduate Admission Office at [gradadmin@missouri.edu](mailto:gradadmin@missouri.edu) with questions or for assistance.