Linking to Slate External Email Gateway

Emails that contain your unique Slate external address will be sent to Slate and assigned to the student's profile.

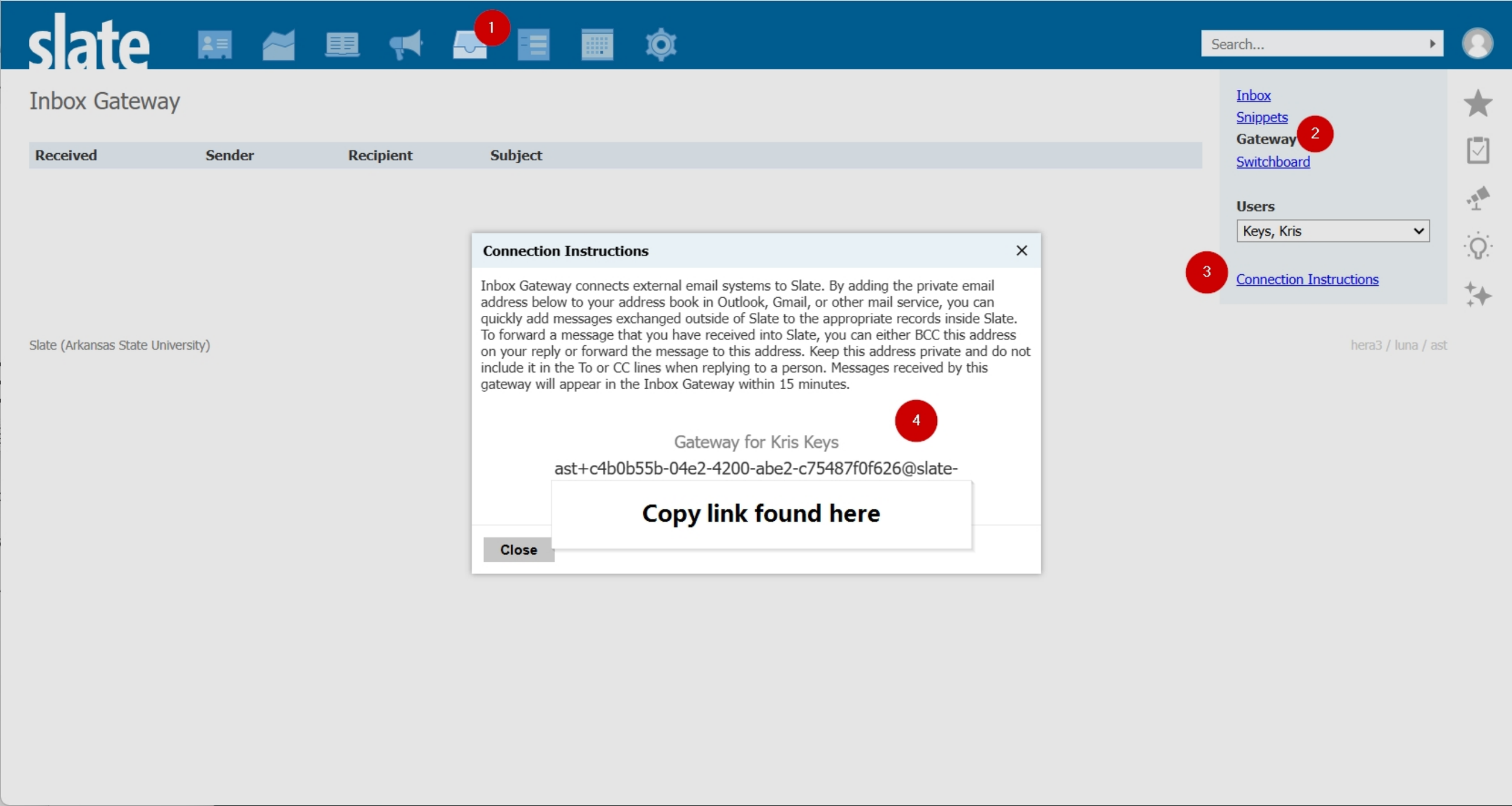
You will need to check the Inbox in Slate occasionally to assign any email that Slate does not recognize the recipient of.

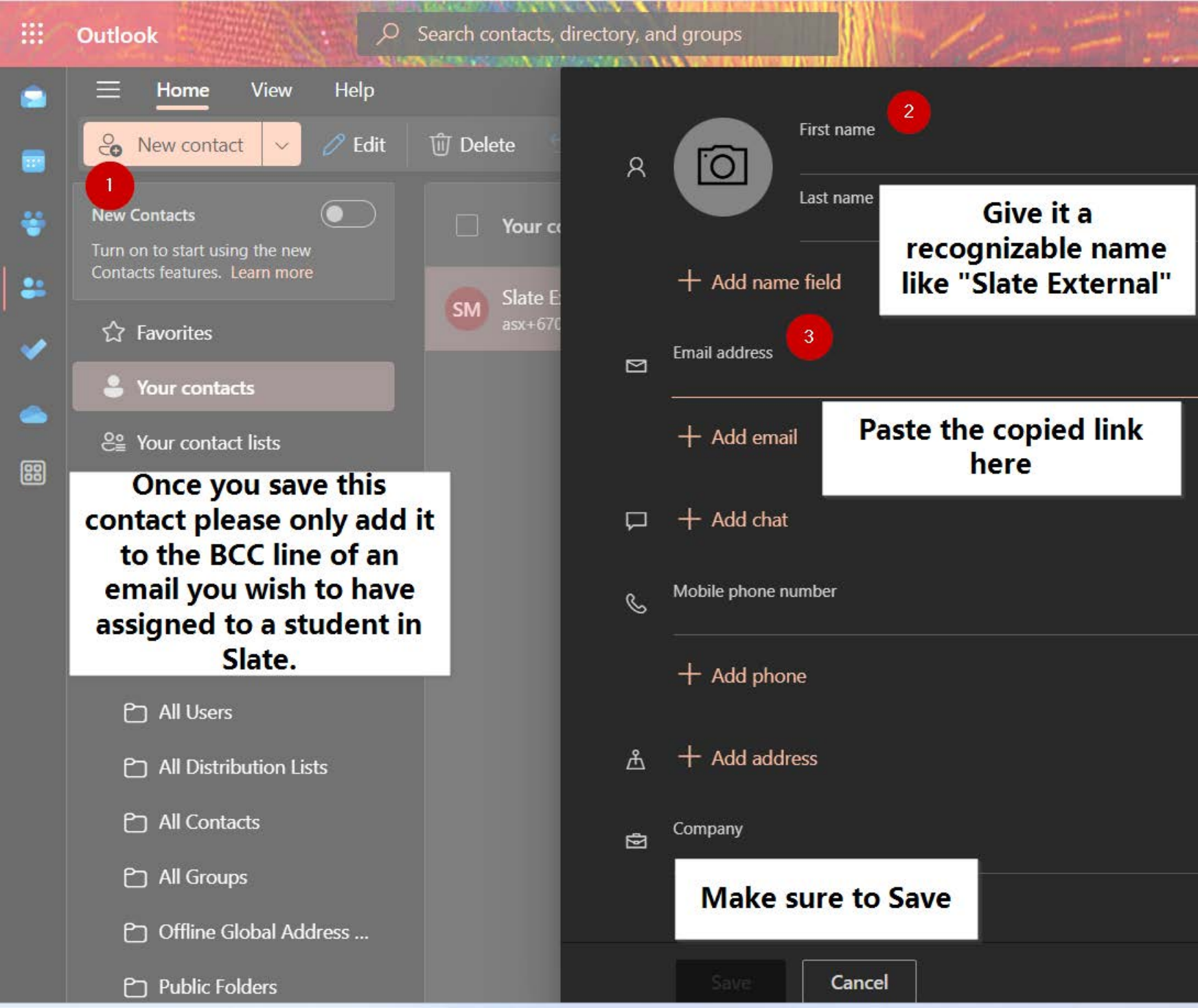
1. Log into Slate and Select the Inbox icon from the top navigation bar
2. Click the Gateway menu on the right hand side
3. Click Connection Instructions on the right hand side
4. Copy the link provided in the pop-up
5. Log into your Outlook Email
6. Open the People/Contacts menu
7. Click Add Contact
8. Give the Contact a recognizable name
9. Past the link in the Email Address field
10. Save

To Use:

Add the new Contact to any email's BCC line to have it automatically sent to Slate.

Only include this contact in the BCC DO NOT add it to any other line. The address is unique to you and must remain private.


slate
1
Search...
Inbox Gateway
Received
Sender
Recipient
Subject
Inbox
Snippets
Gateway
2
Switchboard
Users
Keys, Kris
3
Connection Instructions
Connection Instructions
Inbox Gateway connects external email systems to Slate. By adding the private email address below to your address book in Outlook, Gmail, or other mail service, you can quickly add messages exchanged outside of Slate to the appropriate records inside 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 person. Messages received by this gateway will appear in the Inbox Gateway within 15 minutes.
4
Gateway for Kris Keys
ast+c4b0b55b-04e2-4200-abe2-c75487f0f626@slate-
Copy link found here
Close
Slate (Arkansas State University)
hera3 / luna / ast


Outlook
Search contacts, directory, and groups
Home
View
Help
New contact
Edit
Delete
1
New Contacts
Turn on to start using the new Contacts features. Learn more
Favorites
Your contacts
Your contact lists
Once you save this contact please only add it to the BCC line of an email you wish to have assigned to a student in Slate.
All Users
All Distribution Lists
All Contacts
All Groups
Offline Global Address ...
Public Folders
SM
2
First name
Last name
Give it a recognizable name like "Slate External"
Add name field
3
Email address
Add email
Paste the copied link here
Add chat
Mobile phone number
Add phone
Add address
Company
Make sure to Save
Save
Cancel