

eTapestry's Outlook® Email Integration

WHAT IS IT?

Microsoft Outlook® users can now add email messages automatically to the journal records in their eTapestry donor and prospect accounts. You'll no longer need to copy and paste emails to eTapestry. With the click of a button in your Outlook® task bar, you can transfer a received email message or send and update the journal on a new record.

If you have ever searched for copies of email messages in your "sent" file, or tried to retrieve an email from your "deleted" items, this is the tool for you!

Turn your eTapestry database into the total communication tool for your organization by capturing your Outlook® messages.

HOW DOES IT WORK?



A simple click of a button from your Outlook® task bar lets you easily send and add an email message to your eTapestry database.

can choose the account whose journal you would like to have updated.

If you have received an email and would like to keep it as part of an eTapestry account's journal record, simply click the "Add to eTapestry" button. Once again, eTapestry will search your database and create an email contact record.

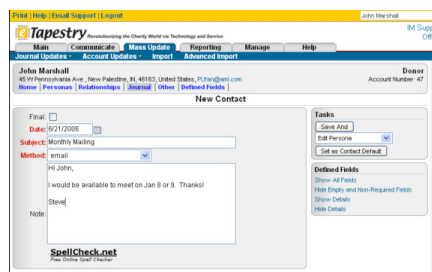
SUMMARY

eTapestry's **Outlook® Email Integration** provides the simplicity of use with the power you need to truly track, cultivate, and communicate with prospects and donors via email.

The eTapestry **Outlook® Email Integration** option is available for an additional 20 percent of your eTapestry base service fee. The **Outlook® Email Integration** also includes eTapestry's document attachment service for storing, sending, and capturing attached files.

A simple downloaded file installs the necessary components on your workstation. These components automatically work with Outlook® to add special buttons to your Outlook® task bar. If you want to send a new message from within Outlook®, click the "Send & Add to eTapestry" button. Your message will be sent and a copy will be added to the appropriate account record in your eTapestry database.

eTapestry matches the account email to identify the appropriate account — or you



Transferred emails create a journal contact record, allowing you to maintain a complete communication history for each eTapestry account.



eTapestry Outlook® Email Integration Requirements:

Windows 98, XP, ME, NT Version 4.0 Service Pack 3 or later

MS Outlook 2000 or MS Outlook 2002

This module is only available to PC users.

For more information, contact your eTapestry account executive or email us at info@etapestry.com.



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