

eTapestry's Outlook Email Integration

What is it?

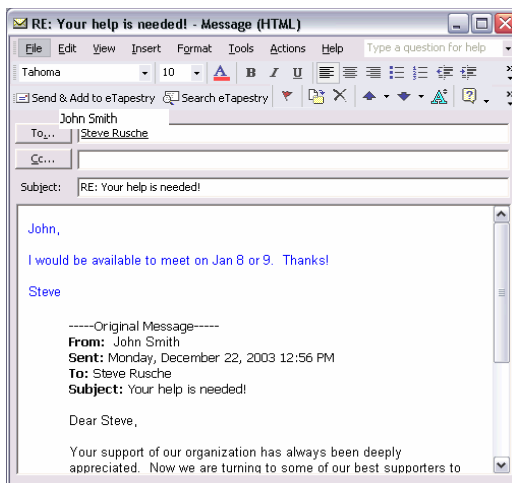
Users of Microsoft Outlook can now have emails automatically added to the journal records of their eTapestry donor and prospect accounts. No longer do you need to copy and paste emails to eTapestry. A click of the button from your Outlook task bar can transfer a received email or send and update the journal on a new record.

If you have ever gone searching for copies of emails in your "sent" file, or tried to retrieve an email from your "deleted" items, then 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?

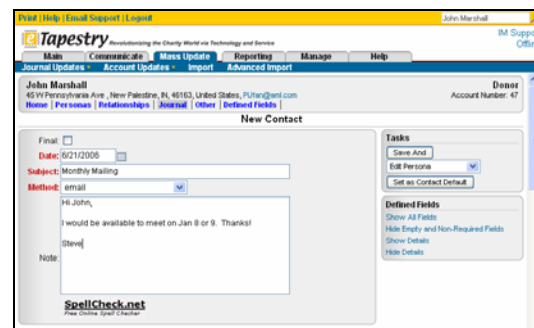
A simple downloaded file installs the necessary components on your workstation. These components automatically work with Outlook to add special buttons to your Outlook task bar. If you want to send a new message from within Outlook, click the "Send & Add to eTapestry" button. Your message will be sent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



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

eTapestry matches the account email to identify the appropriate account – or you 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.



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

Summary

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

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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