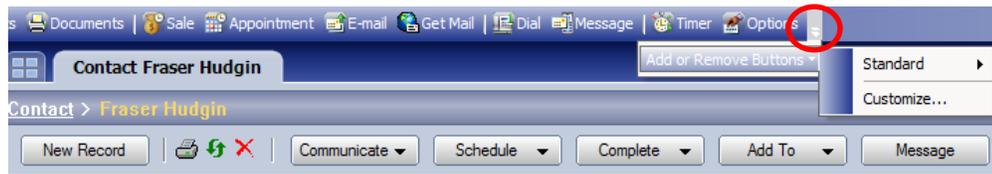


How to: Use GoldMine Email for Internal Emails

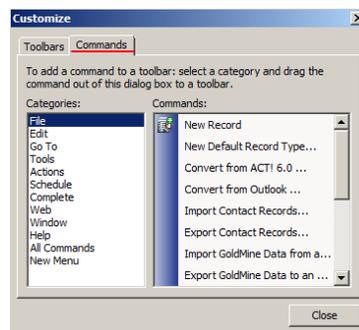
GoldMine messaging is a very useful tool when sending internal emails regarding a particular contact. Rather than linking the email to the coworker to whom you are sending the email, it is linked to the contact you are discussing, and thus will be displayed in that contact's history tab.

Step 1: Adding the GoldMine Message Button to your ToolBar

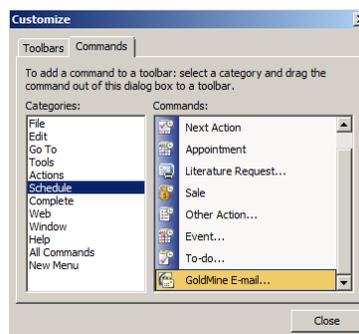
- a) Select the **downward facing arrow** to the right of last button on your toolbar, select **Add or Remove Buttons**, then select **Customize**.



- b) Inside the customize menu, select **comands** from the top



- c) Select **Schedule** in the left list; then in the menu on the right, scroll down and select **GoldMine E-Mail**

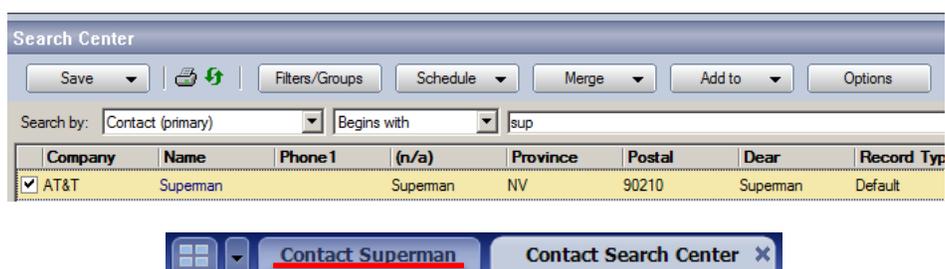


- d) **Click and Drag the GoldMine E-mail** to where you want the button on your toolbar, release it when the **vertical line** is where you want it to remain



Step 2: Sending the GoldMine Email

- a) Select the contact you want the message linked to, make sure this contact is open in the contact window



- b) Click your **GoldMine E-mail Button** you placed on the toolbar



Notice within the email: the **From** is your user/email, the **To** is another GM User and the **link** is to the selected contact.

- c) Type your subject and body of the email, as it is internal do not need your formal headers and footers (if you choose), send when you are ready

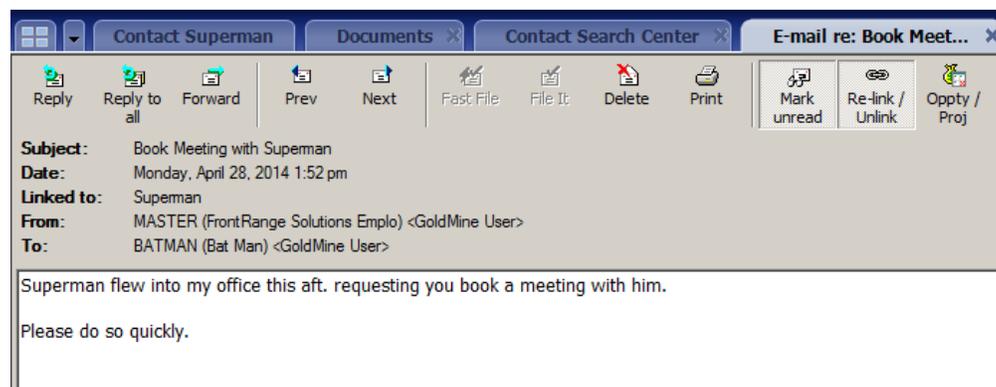
Step 3: Finding Your GoldMine Email

- a) Once you send the GoldMine email, a copy will be saved in the contacts history as an **Email Out** from the sending user. The message will show up in the contacts **Pending** tab when it is still in the inbox (until the receiving user files it), once they File It, it will be in **History**

Activity	Date	Time	Contact	User	Code	Reference
Next Actn	2/17/2014	12:00 pm	Supeman	MASTER (FrontRange Solutio...		Save The World
Message	4/10/2014	3:26 pm	Supeman	MASTER (FrontRange Solutio...		testtest
Message	4/10/2014	3:27 pm	Supeman	BATMAN (Bat Man)		TEST!

Note: You can also find this message in the other usual areas like Activity List, Calendar, Inbox/Filed or Via SQL query

- b) When you open the email, you will notice it is from Master (GM User) to BatMan (GM User) but linked to Superman (the contact).



Note: You can do this without adding the GoldMine Email tab to the ToolBar (Step 1), but we use it regularly so we like to have it handy