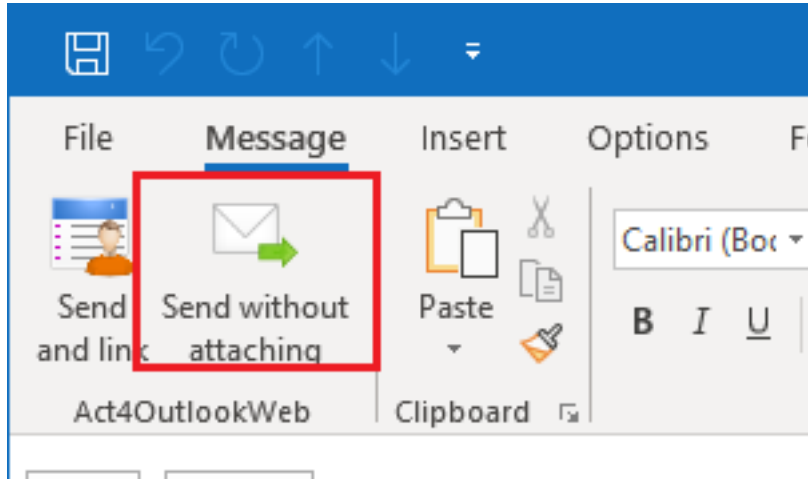


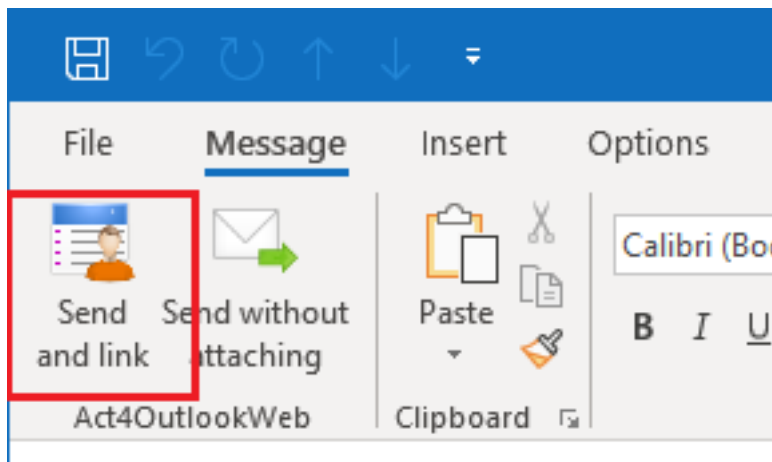
Act4Outlook

Recording sent emails to Act! automatically

1. If Act4OutlookWeb is configured correctly as discussed in the [How to setup Act4OutlookWeb](#) article, simply sending an email regularly will record the email in Act if the Contact exists in Act.
2. If you do not wish to record a particular email to Act as it is being sent, please click the **Send without attaching** button



3. If you would like to record the email to a specific Contact not included in the email, or another entity such as a Company, Group, or Opportunity, click the **Send and link** button and select the records you wish to attach the message to.



Attached files:

Unique solution ID: #1083

Author: Admin

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