

## Receive Email

<i>Speech</i>	<i>Cursor Actions</i>
Before you can use Sumac to receive email, your Sumac Administrator must configure Sumac to receive emails and your user profile must give you the ability to receive email.	
To receive email, open the Contacts list,	Show Console. Click Contacts.
and under Email, choose Receive email.	Expand Email. Click Receive Email.
Use the drop-down menu at the top of the window to choose the account for which you want to receive email.	Choose incoming email account "Remove from Newsletter."
Click Load Email,	Click Load Email.
and Sumac connects to the email server and downloads the emails in the inbox for the specified account.	Make window bigger.
When Sumac receives email, it looks in the database to see if any contact has the same email address as the sender of each received email. If Sumac finds an address that is already in your database, it shows the contacts' names.	Make rows bigger. Point to "Contacts With This Email" column.
If you choose an email, and click Show Contact, Sumac shows you the corresponding contact record.	Select one record in list. Click Show Contact. Click Cancel.
You can double click an email to read its contents.	Open a record to read email.
If you receive an email from a contact who is not in your database, click to select the email,	Click to select a record.
then click the New Contact button to create a new contact from a selected email. Sumac extracts the name and email address of the sender from the selected email and puts the information into the contact record.	Point to New Contact button.
In this example, Sumac has received emails from people who want to be removed from your Newsletter mailing list.	
When a Sumac administrator defines an incoming email account, he or she can specify a communication preference associated with the account. For example, if the email account is removeFromNewsletter@myCharity.org, then the communication preference might be "Do Not Send Newsletter."	
Select any emails for which the sender wants to be removed from the newsletter mailing list.	Select a couple of records.
Click the Set button to set the associated communication preference in the contact records identified by the incoming emails.	Click Set.

Sumac asks if you want to apply these changes to the contacts who sent the message or those contacts whose email addresses are mentioned in the message. This is sometimes helpful if the email you originally sent was forwarded, so the sender of the incoming email was not actually the person you sent the message to.	Point to each option.
Choose Contacts who sent the message, and click OK.	Choose contacts who sent the message. Click OK.
The next window lets you specify exactly what should be done with the communication preferences for each identified contact.	Point to Communication Type column.
Click OK to save the updated communication preferences, and remove those contacts from your Newsletter mailing list.	Click OK. Click OK again.
You are also given the option of saving a communication record for the contacts that were updated.	Show Communication window. Click OK.
You can create new communication records for the received emails. This is particularly useful if you received an email from a contact and want to save the body of that email in your database.	Point to New Communication button.
Grab Email Addresses lets you create new contact records using email addresses from any selected emails.	Point to Grab Email Addresses button.
The Search button allows you to find and select emails whose content contains specified text. For example, you may want to quickly search for any received emails that contain “remove from newsletter” to quickly select all of them at once.	Point to Search button.
Then you can set a communication preference to remove all of them from your newsletter at once by clicking Set.	Point to Set button.
As you deal with and email, Sumac automatically sets its Delete checkbox at the start of any selected email.	Point to Delete checkbox.
You can also manually set or clear these checkboxes, one at a time,	Click a Delete checkbox to turn it off.
or in bulk.	Point to Set Delete Checkbox button. Click it.
When you do operations that change the list of emails, like clicking to load emails again,	Point to Load Email button.
or closing the window,	Click x to close.
Sumac asks if you want to delete these emails from the server.	Show dialogue box.
If you have dealt with the emails you’re receiving, and recorded them appropriately in the Sumac database, then you should delete the emails from your email server.	Click Yes.

Now, when you click Load Email, those emails are deleted from your server.	Click Receive Email. Click Load Email. Show empty list.
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