

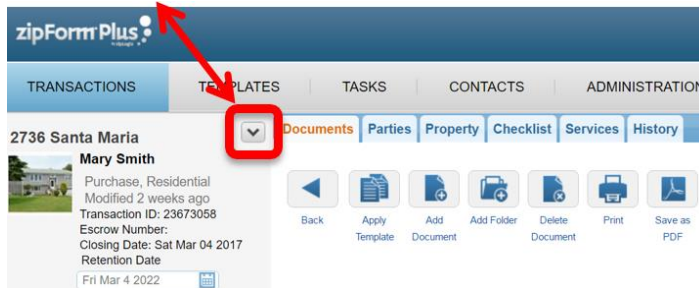


Email to Transaction

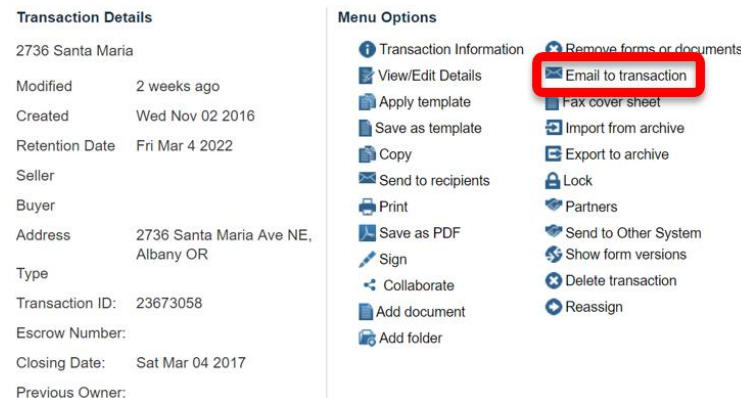
zipForm® Plus gives users and other parties an opportunity to email directly into their transactions with the **Email to transaction** feature located within the transaction's more menu option.

To Email to Transaction

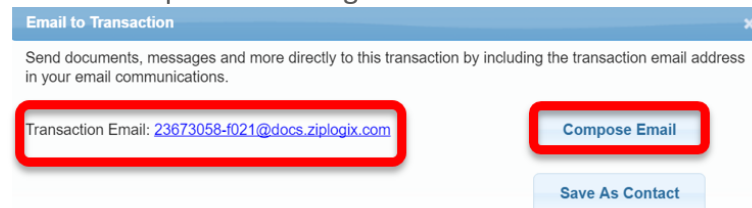
1. Open an existing transaction.
2. Click the **More Menu** button.



3. Select **Email to Transaction**.



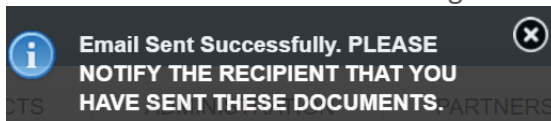
4. A window will open containing the transaction email address along with two options.



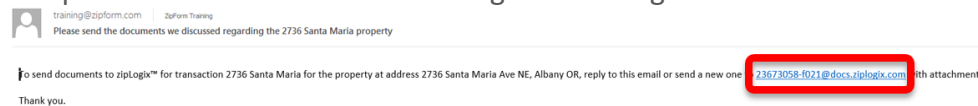


- Click the **Compose Email** button to enter recipients and compose the email message (multiple recipients can be entered, separated by commas or semi-colons).

- Click the **Send** button..
- You will receive a confirmation message to confirm your email was successfully sent.



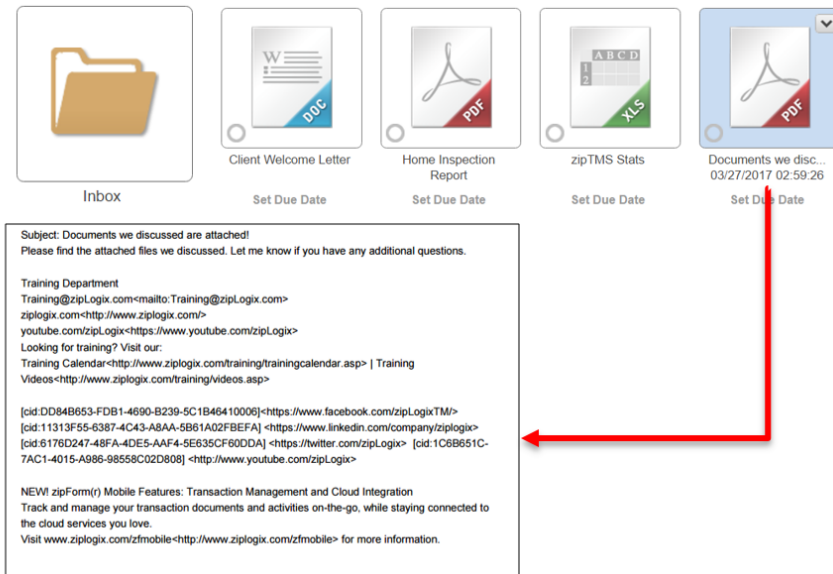
- The recipient will receive an email message containing the link to the transaction.



- The recipient will click the link to begin composing the email to be sent back to the transaction (the **To...** field will automatically contain the transaction ID link). Attach any requested files before clicking the Send button.



- Return to the transaction where an **Inbox** folder will appear containing the sent files and the email conversation thread which the system automatically converts to a PDF file.



Note: It will take a few minutes for the Inbox folder to appear in the transaction window.

- Only one Inbox folder will reside in the transaction window; however, all Email to Transaction correspondences will access that folder where they will be housed.
- The **Save As Contact** option creates a downloadable Contact file which allows the user to save, the Transaction email link, as an email Contact in the Address book.

