

Monday - Emails to Updates

How to ensure supplier / customer emails are automatically recorded on Monday Jobs / Items

 Difficulty **Very easy**

 Duration **1 minute(s)**

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Comments

Introduction

Mondays has changed the way it deals with the way it writes updates via email, in a very useful way for us. This will save a lot of time cutting and pasting information from emails.

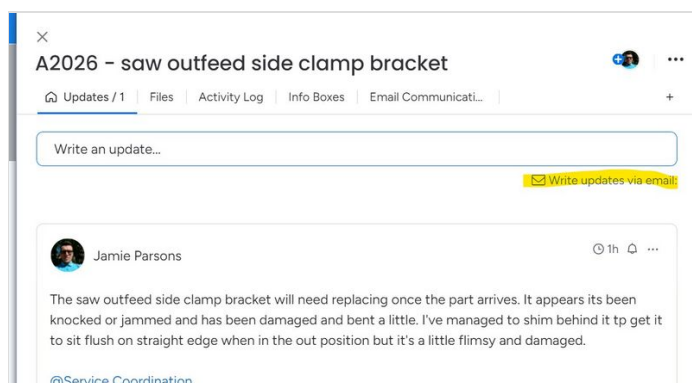
Simply put,

- when you send an email, cc: the unique email address for the item in your email you are sending. This is standard practice to get your email into Mondays.
- When your contact replies (with reply all)
- their reply will now magically appear in the Monday update for the item.
- It even strips out the email trail, leaving just the important reply

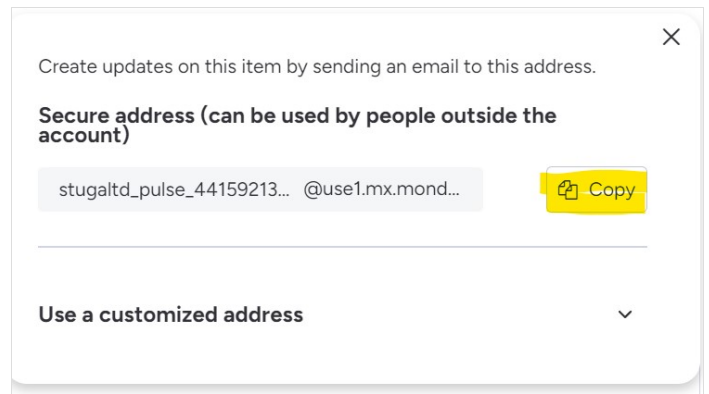
It used to be the case that only members of Stuga.co.uk could send an email directly to an update, but this has now changed...

Step 1 - Click on "Write Updates via Email"

On the job / case / item in Mondays, open the Updates and click on "Write Updates via Email"

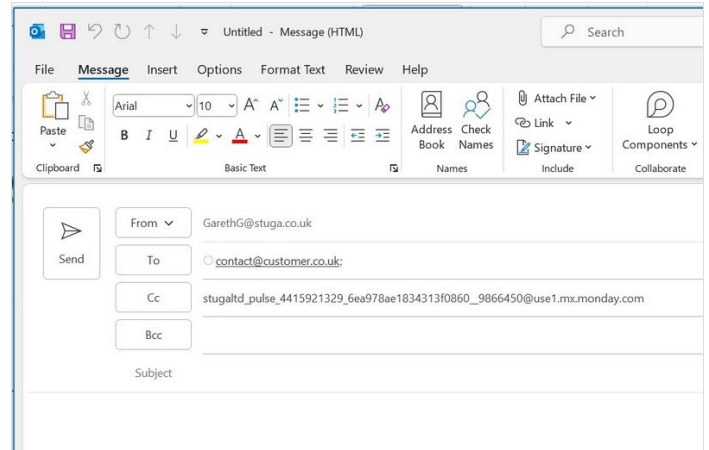


Step 2 - Copy the unique email identifier




Step 3 - Paste this into your email cc: field


Open a new email for the communication to your contact, and paste in the unique email address.
Ask the contact to always reply all



Step 4 - Your email will be posted to the update

 ...This is not the new feature, it always did this

Step 5 - Replies will be automatically posted to the update

 ...This did not happen before, but now it does!
It even strips out the unwanted email trail below it
It even works with multiple cc: addresses

