


## You've Got Mail

E-Mail is becoming increasingly important in business. ACT! can integrate with your existing e-mail system so that you can easily send and receive messages directly from ACT!, record history of that communication, attach an e-mail to a record, create a new ACT! record from an e-mail, e-mail merge announcements to your clients and prospects, and so much more.

### Setting Up Your E-mail System in ACT!

ACT! can work with quite a few e-mail systems to send e-mail to one of your Contacts. ACT! supports Microsoft Outlook (starting with version 2002(XP), Outlook Express (starting with version 5.5), Lotus Notes (starting with version 6.5), Eudora Pro (starting with version 5.2), and the ACT! Internet mail client.

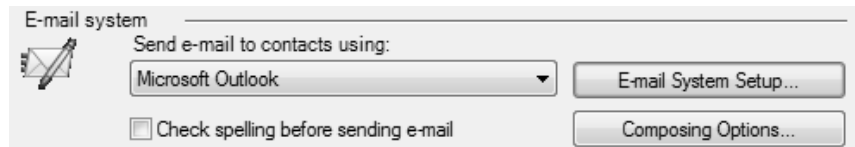
If you normally use another e-mail (like GroupWise®), you don't have to go out and buy another software to use ACT! and e-mail. All you need is Internet access and a POP3 account. ACT! also has a built-in SMTP/POP3 e-mail client that you can use to send and receive e-mail.

 However, if you use an e-mail software other than Outlook or the ACT! built-in e-mail client, some of the ACT! e-mail features are not available. For example, using other e-mail systems with ACT! limits your messages and mail merges to plain text (no html).

Although you may have already set up an e-mail system when you installed ACT!, let's look at the next section to see how to configure it.

### ...set up and configure your e-mail system

1. **Tools, Preferences...**, click the **E-mail** tab. If an e-mail system displays as shown below, skip to step 4 to configure ACT!.



2. Click the **E-mail System Setup...** button. Click **Next>** at the Welcome screen. Only e-mail software currently installed on your PC will display as available options.

**Select E-mail System –**  
Put a check next to your e-mail system and click **Next>**.