



Inbox

The Inbox in Slate is your email and message center.

All communications you send to students—email, text messages, and more—live here.

When students reply, their responses come right back to your Inbox so you can continue the conversation in one place.



DIFFICULTY
Beginner



ESTIMATED TIME
5 minutes



CATEGORY
Communication



1. Why this matters

The Inbox keeps all of your conversations with students in one simple place.

It helps you respond quickly, build stronger relationships, and keep accurate communication history.



Communication Types

- ✓ Emails
- ✓ Text messages (SMS)
- ✓ Voice messages
- ✓ Letter communications
- ✓ Portal messages
- ✓ And more!



2. Think of it like...

Think of your Slate Inbox like your regular email inbox. You send messages, people reply, and you can respond right back—without leaving Slate.

It's your direct line of communication with students and other contacts.



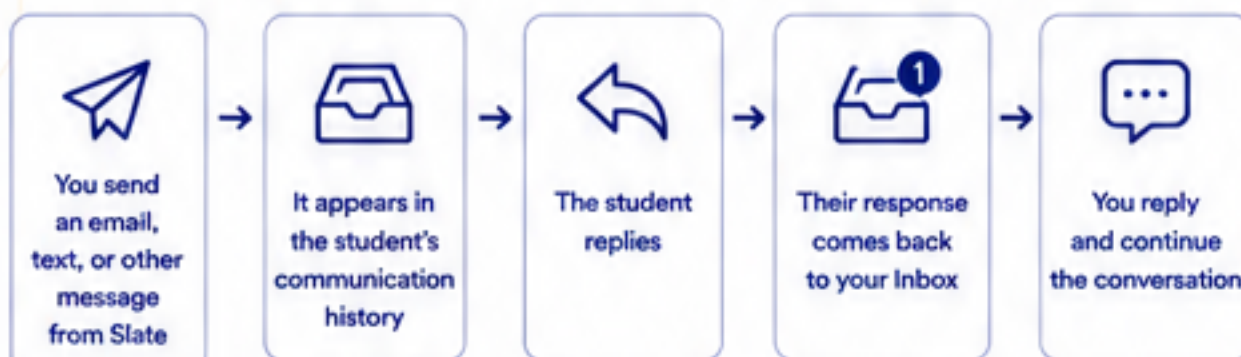
What You Can Do in the Inbox

- ✉ Open and read messages
- ↩ Reply to students
- 🏷 Add tags or notes
- 📁 Move messages to folders
- 🗑 Archive messages you no longer need
- 🔍 Search for messages



3. The Big Picture

- Your Slate Inbox is where communication happens and continues.



Result: All communication stays organized, trackable, and connected to the student record.



Best Practices

- ✓ Check your Inbox regularly.
- ✓ Respond in a timely, professional manner.
- ✓ Use tags or folders to stay organized.
- ✓ Keep all communication in Slate.
- ✓ Review communication history before reaching out.



4. Common Misconceptions

- The Inbox is only for emails. (It includes emails, text messages, and other communications.)
- Students can see everyone's replies. (Students only see the messages they are part of.)
- I have to use my personal email. (Always communicate through Slate so it's tracked and secure.)
- Messages disappear once I reply. (All messages are saved in the record's communication history.)



5. Key Takeaways

- ✓ The Inbox is your email and messaging center in Slate.
- ✓ All messages you send from Slate come here.
- ✓ Student replies come back to your Inbox.
- ✓ You can reply and continue the conversation in Slate.
- ✓ It's simple, organized, and keeps communication history in one place.



Next Concepts

- Communications
- Global Merge
- Events
- Portals
- Tasks

