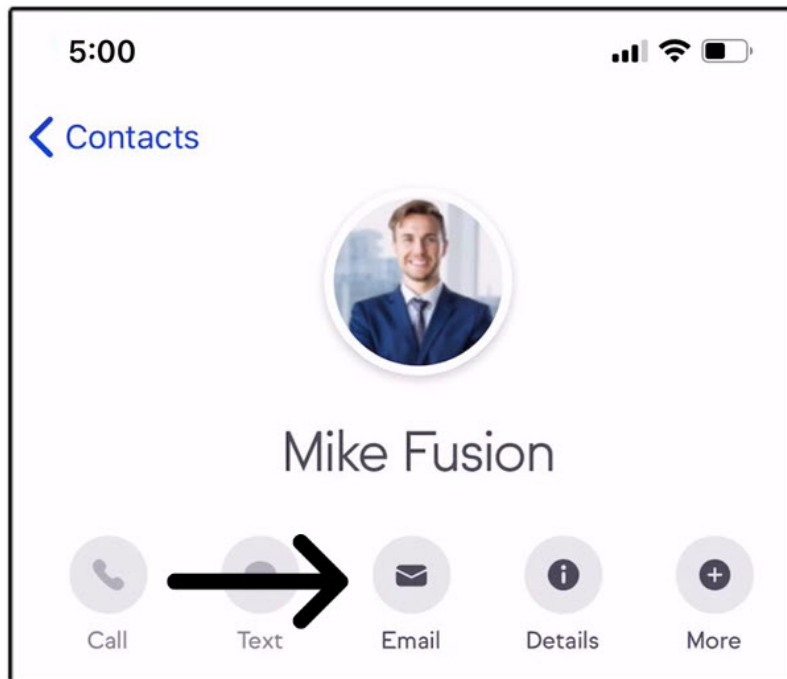# Keap Mobile: Contact email⚬

This article applies to:
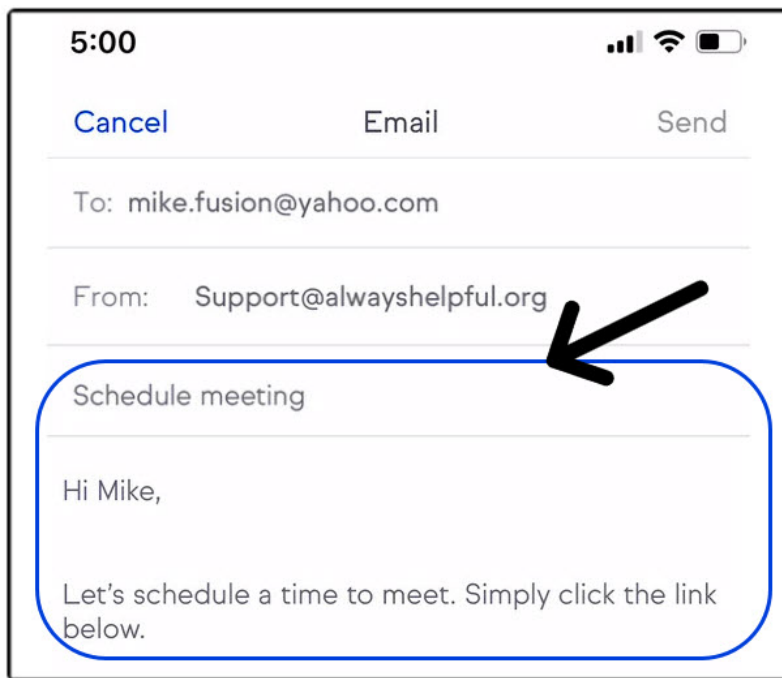
Install Keap Mobile to your iOS or Android device

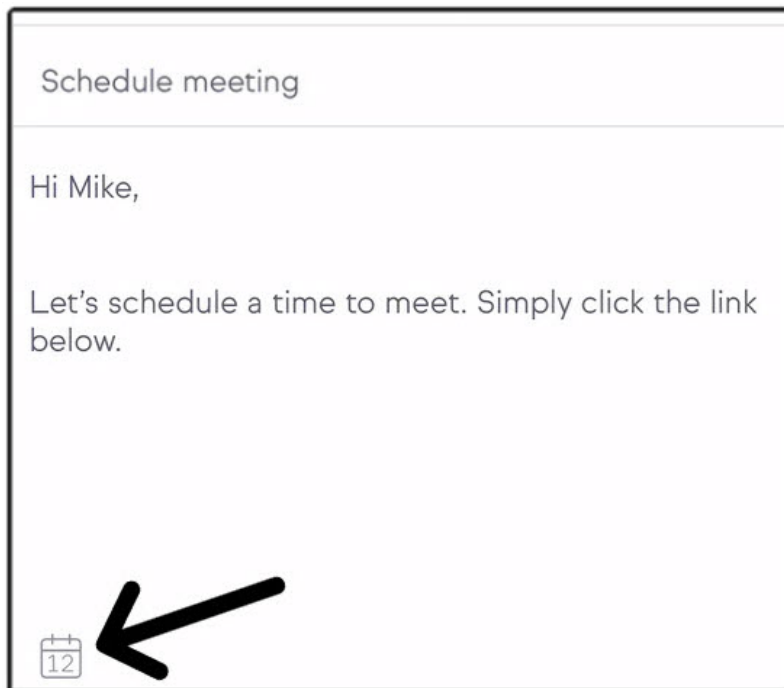## Creating an Email Activity event

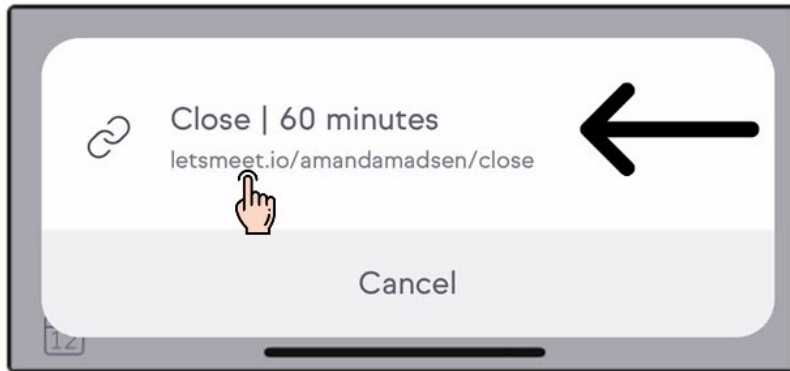1. On the contact record, tap on the Email button

2. Create the email (subject and message)
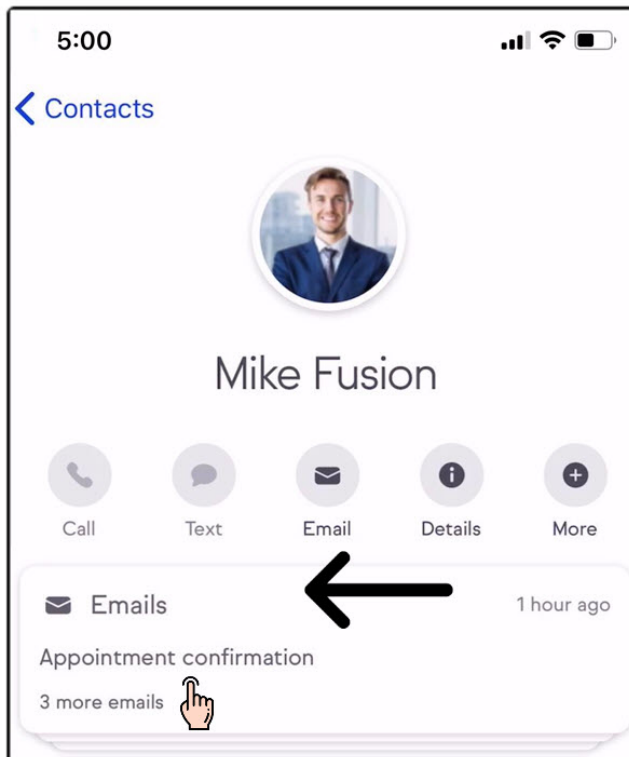
3. Tap the calendar icon inside the message area

4. Select the Appointment Type you would like to share
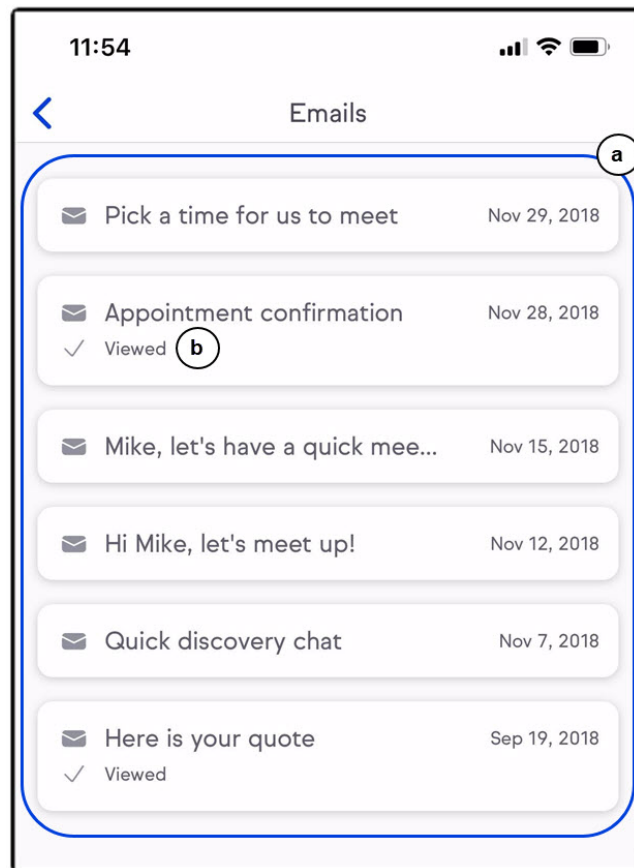
Viewing an Email Activity event

- Once an Email is sent tap on the Email Activity card

a. The Email Activity will list of all your sent emails
b. When the contact has viewed your email it will display "Viewed" with a checkmark

11:54

< Emails

(a)

✉ Pick a time for us to meet	Nov 29, 2018
✉ Appointment confirmation	Nov 28, 2018
✓ Viewed **(b)**	
✉ Mike, let's have a quick mee...	Nov 15, 2018
✉ Hi Mike, let's meet up!	Nov 12, 2018
✉ Quick discovery chat	Nov 7, 2018
✉ Here is your quote	Sep 19, 2018
✓ Viewed	

- Tap on a specific email to see the email details

Mike, let's have a quick meeting!

To: mikefusion@alwayshelpful.org

From: amanda.madsen@infusionsoft.com

Nov 15, 2018 at 8:00 am

Hi Mike,

Are you free next week? I'd like to meet up so we can get to know each other better and discuss areas where I can help you out.

Please give me a call at your convenience so we can schedule a quick meeti https://letsmeet.io/amandamadsen/close at (480) 399-9899

Thanks!

Amanda

Amanda Madsen
Alwayshelpful
http://infusionsoft.com
infusionsoftcoaching@gmail.com   **Unsubscribe**