

SuiteCRM Bcc Archive Premium User Guide

1. Go to any module like "Account".

2. Create a new account, enter the email address and required field thenclick on save.

TEST001 🟠	ORMATION OTHER ACTH	ons 💌				
Name:	Test001		Offic	e Phone:		
Website:	http://		Fax			
Email Address:	test001@gmail.com (Prima	n)				
Billing Address:			COPY Ship	ping Address:		COPY
Description:						
Assigned to:	admin					
ACTIVITIES	_	_	_	_	_	+
の HISTORY						-
Subject ↔ Create Note or Attachment ↓	Status & Contac	t Category⇔	Date Modified 😌	Date Created 👻	Due Date 😌	Assigned User 🤝

3. Now, create an opportunity and link it with the account that you have created in the previous step.

TESTOPP001						
BASIC OTHER ACTION	s 💌					
Onnortunity Name	testers 001		Accou	nt Name:	7	
opportunity runne.	testoppoor		7000	in runne.	lestori	
Opportunity Amount: (USD \$):	250.00		Expect	ted Close Date:	03/01/2021	
Sales Stage:	Prospecting		Туре:			
Probability (%):	10		Lead S	ource:		
Next Step:			Campa	sign:		
Description:						
Assigned to:	admin					
ACTIVITIES						+
の HISTORY						-
Subject 🕀	Status 🗢	Contact Category 🕀	Date Modified \oplus	Date Created 👻	Due Date 🕀	Assigned User 🗢
Create Note or Attachment 🛩			_			(C 0 of 0)
	No email a	ttached to the opportunity	No results found.			

4. Compose two new emails and enter inbound email addresses in the BCC fields. In the "TO" field, enter the account email address.

Test BCC	_ 2 × Test BCC Archive	_ ~ ×
To (test001@gmail.com x) Bcc outrightcrm15@gmail.com x Test BCC Test BCC Archive_01 Inbound Email Add	Cc Bc outrighterm 16@gmail.com × Add: abc@gmail.com × Add: abc@gmail.com Test BCC Archive Test BCC Archive_01 Inbou	cc ount Email Address and Email Address

5. Go to the created Account and check the history after one minute and observe that the sent mail appears in history subpanel.

TEST001							
OVERVIEW MORE INFORM	ATION OTHER ACTIONS	-					
Name:	Test001			Office Phone:			
Website:	http://			Fax:			
Email Address:	test001@gmall.com (Primary)	Account Email					
Billing Address:			СОРҮ	Shipping Address:			COPY
Description:							
Assigned to:	admin						
ACTIVITIES							+
HISTORY							-
Subject ⊖	Status 🕀 Contact	Category \ominus	Date Modified Θ	Date Created 👻	Due Date 🕀	Assigned User 🕀	
Create Node or Attachment -							
Test BCC Archive	Unread Both emails atta	ched to the history	03/01/2021 09:01	03/01/2021 09:01		admin	Edit 🛩
Test BCC	Unread	to the motory	03/01/2021 09:01	03/01/2021 09:01		admin	Edit 🐱

6. Both the emails will also be attached to the Opportunity as well.

TESTOPPOOL								
Opportunity Name:	testopp001			Account Name:	Test001			
Sales Stage:	Prospecting			Туре:	03/01/2021			
Probability (%): Next Step:	10			Lead Source: Campaign:				
Description:								
Assigned to:	sdmin							
ACTIVITIES	_		_		_		•	
の HISTORY							-	
Subject ⇔ S	tatus ⇔ Contact	Category 🕀	Date Modified 🕀	Date Created 辛	Due Date 😌	Assigned User 😌		
Creste Note or Attachment 🗸 📷 📷 🚺								
Test BCC Archive Ur	Path amaile attached	to the later	03/01/2021 14:31	03/01/2021 14:31		admin	Edit 🕶	
Test BCC Ur	wead both emails attached	to the mistory	03/01/2021 14:31	03/01/2021 14:31		admin	Edit 🔷	