

Log Email in HR Essentials

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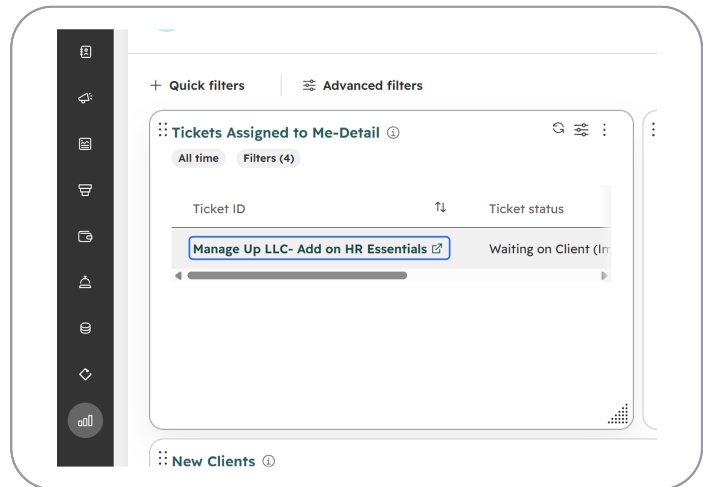
Reports dashboard

1

Locate the email you want to log within the Hubspot ticket Click on the forward email button Copy the body of the entire email string

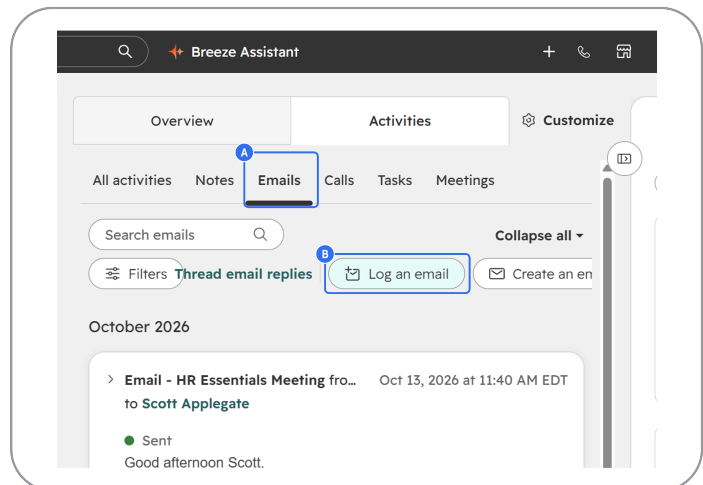
2

Click on the Hubspot ticket you want to log an email in



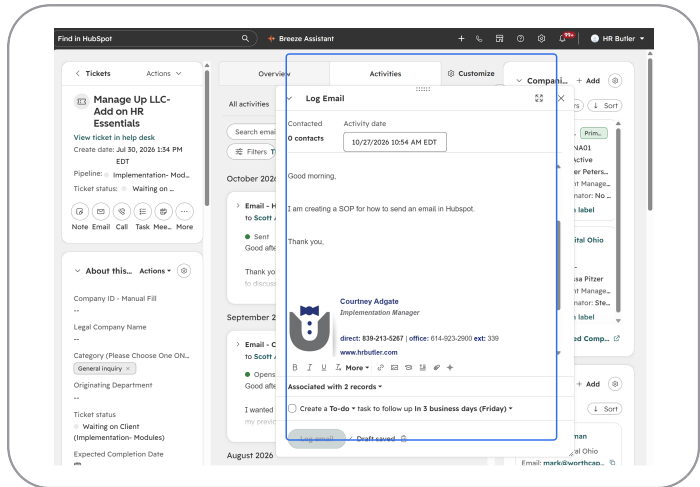
3

A. Click on Emails
B. Click on Log an email



4

Paste text into element



5

Click on Log email

