



Email integration cheat sheet

Create a task via email

Send an email to wrike@wrike.com.

The screenshot shows an email composition window with the following elements:

- Task title:** [Promo materials] "Design the brochure" [12/29/13 - 01/0...
- Start date and due date:** [12/29/13 - 01/07/14]
- Unified Wrike email:** wrike@wrike.com
- Assignee(s):** tom.johnson@gmail.com, jessica.white@outlook.com, wrike@wrike.com
- Shared with:** jack.taylor@gmail.com
- Folder title (in square brackets):** [Promo materials] Design the brochure [12/29/13 - 01/07/14]
- Description:** Team, we need to prepare a new brochure for the upcoming conference. Here is our action plan: Jessica, make sure that the copy contains the most up-to-date information. Tom, take care of the design. Our brochure should be elegant, concise, not too wordy and not too colorful. It should simply feature our products in the most attractive way. In terms of design, here's one of the layouts I suggest to use:
- Images:** A 3D rendering of a corporate bifold brochure with the text "CORPORATE BIFOLD BROCHURE".
- Attachments:** Concept.docx (12K)

Tips:

- ✓ Possible date formats: [mm/dd-mm/dd], [mm/dd/yy-mm/dd/yy]
- ✓ Create a task that only has a due date: [mm/dd] or [mm/dd/yy], by mm/dd or by mm/dd/yy
- ✓ You can [change date format](#) to dd/mm if needed.
- ✓ Bcc the email to wrike@wrike.com if the task should not be assigned to anyone.
- ✓ If you have several folders with the same name, provide a complete path to the folder e.g., [Tradeshow/Marketing materials] optimize booklet by 09/03.

Add comments and update a task via email

Reply to a notification from Wrike.

The image shows an email composition window with several annotations:

- Reply to all**: Points to the "Reply to all" link in the top header.
- Reschedule task**: Points to the task title "Design the brochure" in the subject line.
- Update task status**: Points to the status "[completed]" in the subject line.
- Add unified Wrike email**: Points to the "To" field containing "wrike@wrike.com".
- Share with more people**: Points to the "Cc" field containing "david.clark@gmail.com".
- Keep "Re"**: Points to the "Re:" prefix in the subject line.
- Comment**: Points to the main body text of the email.
- Add images as attachments**: Points to an image of a water cooler attached to the email.

The email content includes:


Re: [Promo materials] "Design the brochure" [01/07/14 - ...]

To: wrike@wrike.com *

Cc: david.clark@gmail.com * Bcc

Re: [Promo materials] Design the brochure [01/07/14 - 01/09/14] was discussed [completed]

Please, take a look at the attached picture of our product. I suggest that it meets your requirements, and we can use it in our marketing materials.



On Mon, Dec 30, 2013 at 3:33 PM, Mary Thompson <mary.thompson@gmail.com> wrote:
Team, we need to prepare a new brochure for the upcoming conference. Here is our action plan:

Jessica, make sure that the copy contains the most up-to-date information.

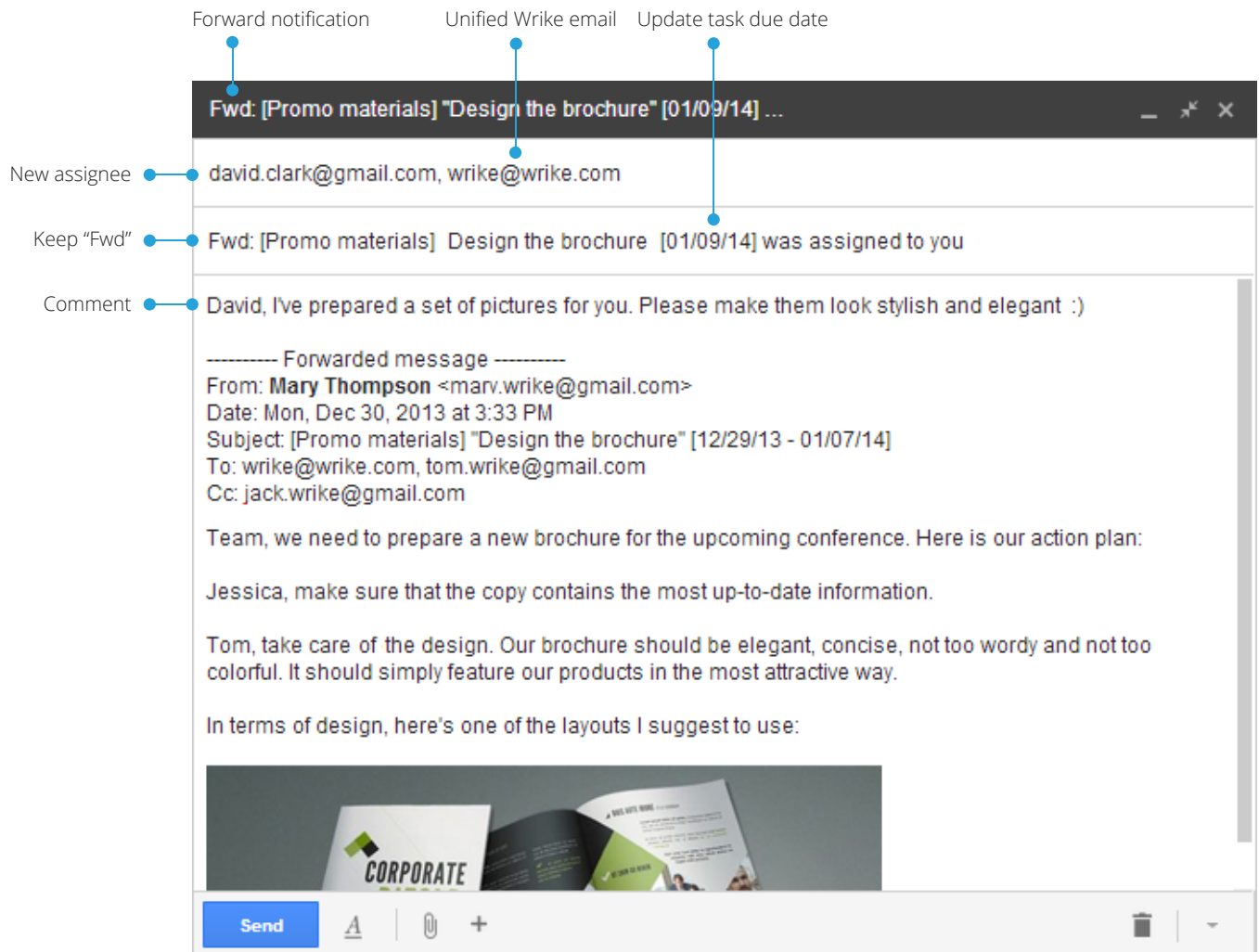
Tom, take care of the design. Our brochure should be elegant, concise, not too wordy and not too colorful. It should simply feature our products in the most attractive way.

In terms of design, here's one of the layouts I suggest to use:

Send [Rich text toolbar icons]

Reassign a task via email

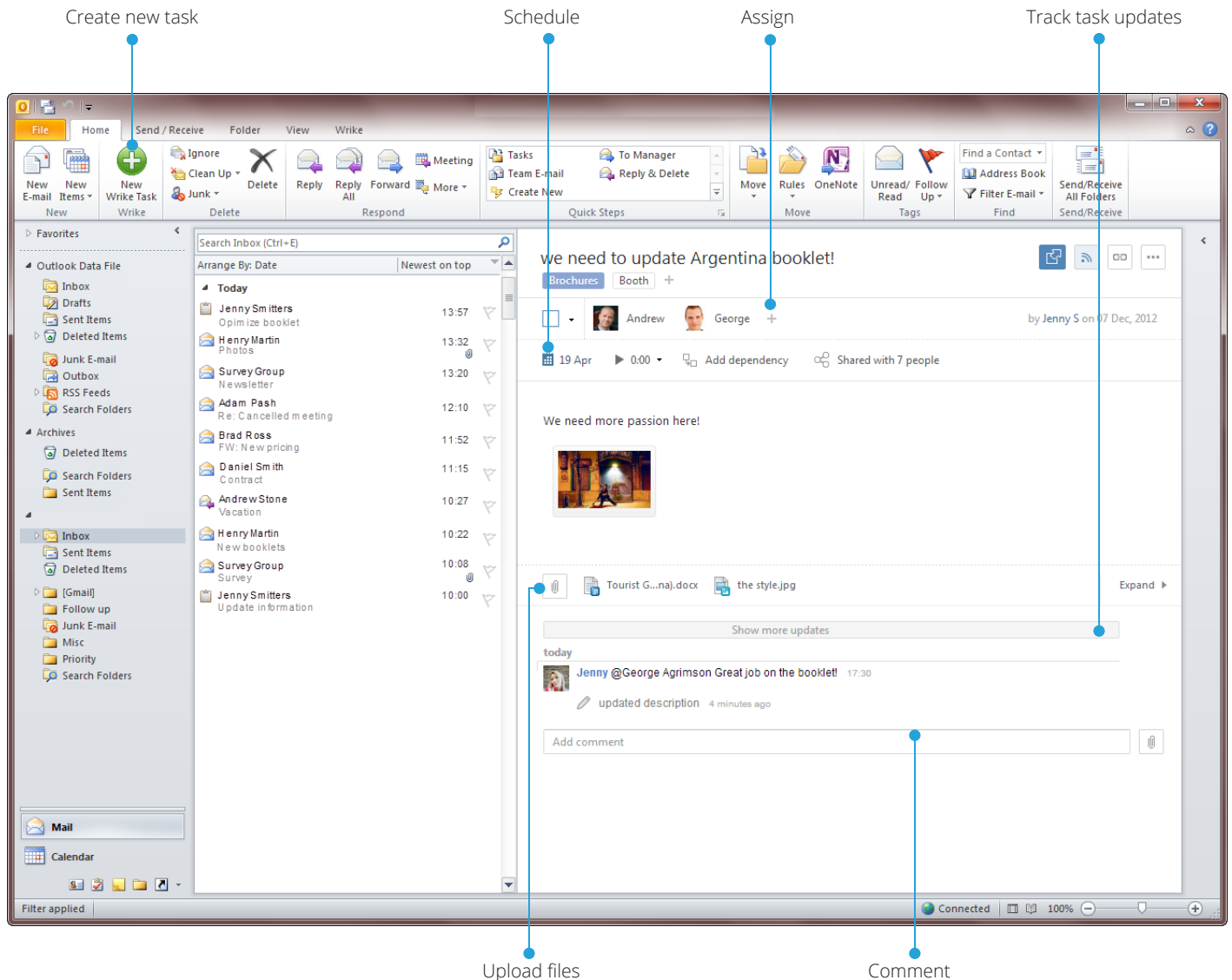
Forward a notification from Wrike.



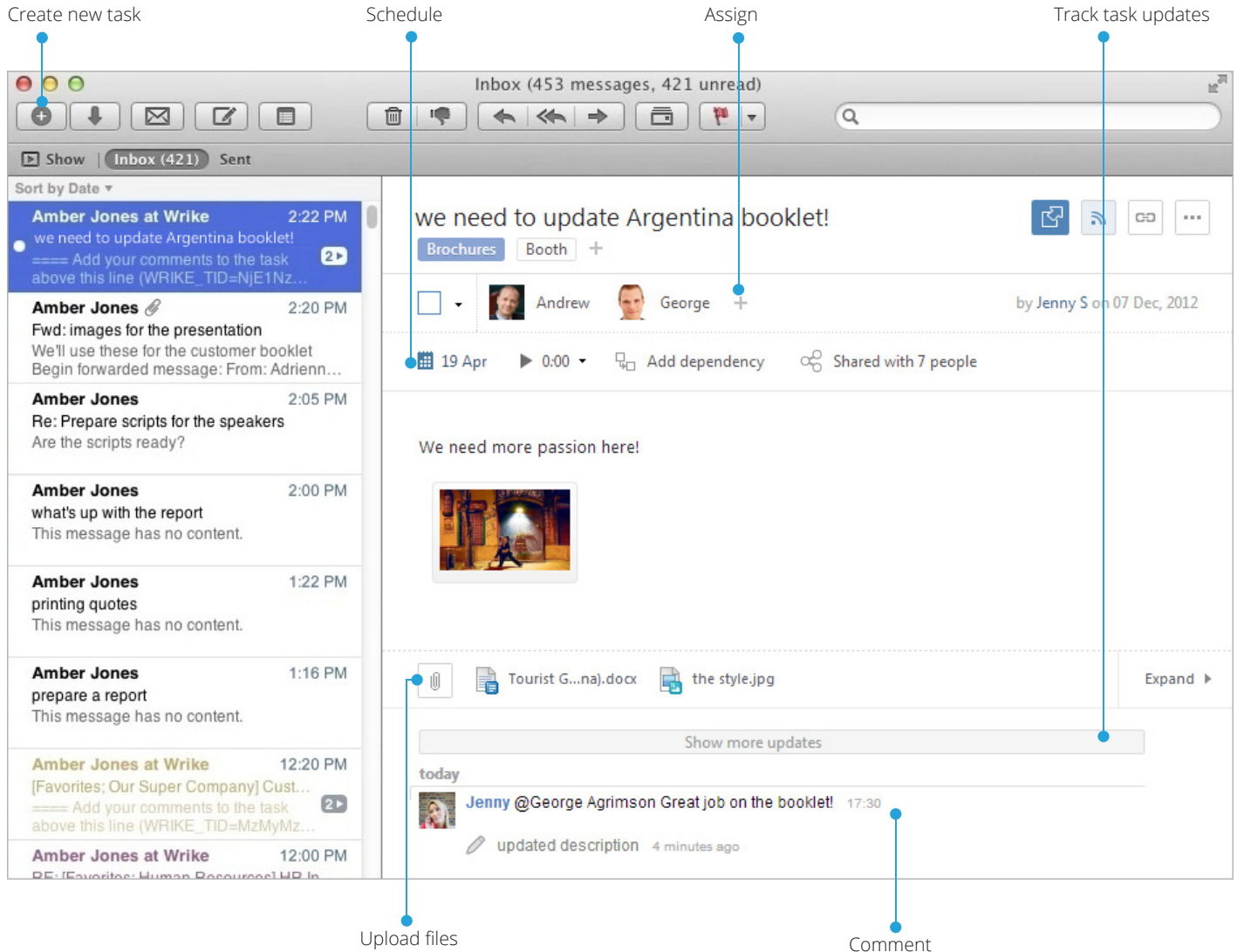
Tips:

- ✓ Keep in mind that the author of the changes doesn't receive a notification.
- ✓ Set the [email notification frequency](#) (immediately/daily/never) in your profile.
- ✓ [Invite a person](#) to follow a task/folder.
- ✓ [Check and adjust the follow settings](#) of tasks and folders to ensure you're tracking only important items.

Turn your emails into live tasks and discussions with an Outlook add-in



Turn your emails into live tasks and discussions with an [Apple mail add-in](#)



Leverage your Gmail with Wrike's gadget

