# Contact Communication History 🔗

Infusionsoft keeps a consolidated record of user and system communications like emails, notes, tasks, appointments, and follow-up sequences. These interactions are date stamped and archived within the contact record. Communication history is accessible to all users who have permission to view or edit the contact record. Just click the **Tasks** tab (if necessary) to view this information.

## Tasks & Appointments

This section displays tasks and appointments that have not been completed. You can also add a new task or appointment in this section.



## Completed Tasks

This section shows all previously completed tasks for this contact.

## Previous Appointments

This section shows all previous appointments for this contact.

# Notes

This section displays the most recent notes and includes notes added by users and notes added automatically by Infusionsoft. Click on **View all Notes** to view the full note history. You can also add a note in this section.



# Form Submissions

This section will display any web forms or landing pages that have been submitted by the contact.



# Recent Email History

- Incoming emails that have been retrieved through the Infusionsoft email client or manually recorded with Sync for Outlook or Sync for Gmail.
- Outgoing emails and replies sent through Infusionsoft or manually recorded with Sync for Outlook or Sync for Gmail.
- Outgoing emails generated by Infusionsoft through broadcasts or follow-up sequences.

## Recent Email History

Received ○ Sent ● Campaign ● Notification ● Bounced

| Email | Status | Date | Subject |
|---|---|---|---|
| [View] | ○ Unopened | 4/25/2014 11:53 PM | Payment Plan Autocharge Failed |
| [View] | ○ Opened | 4/18/2014 2:54 PM | Order Confirmation Email |
| [View] | ○ Unopened | 3/24/2014 2:28 PM | Welcome to EcoPaint |
| [View] | ○ Opened | 3/17/2014 2:58 PM | Online Shopping Cart Order |

# Interactive View

You can also view this information when viewing results in interactive view. Just click on the icons below the contact.

**Ebony Acosta**

Email: in.aliquet.lobortis@Etiam.net
Birthday:
Email Address 2:
Phone 1: 115-6718
City: Cincinnati
Company: In Dolor Limited

State (Shipping):
Email Address 3:
Birthday Year:
Job Title:
Birthday Month:

close ▲

## Email

Compose

*This contact does not have any recent email history.*