

# Received Emails

## SUMMARY

The received emails page allows you to view emails and their corresponding notes from transactions.

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## Who Sees What?

Only the sender of the email and staff users are able to see the corresponding email entry.

## Preview Emails

You can preview any email in Email History by clicking on it. You can also view the name of any docs attached to each email in the header of the email preview.

## Adding Notes Using the Maildrop Address

If you have email conversations or information about the property that should be included in Email History, you can send email to the maildrop address listed at the top of the page.