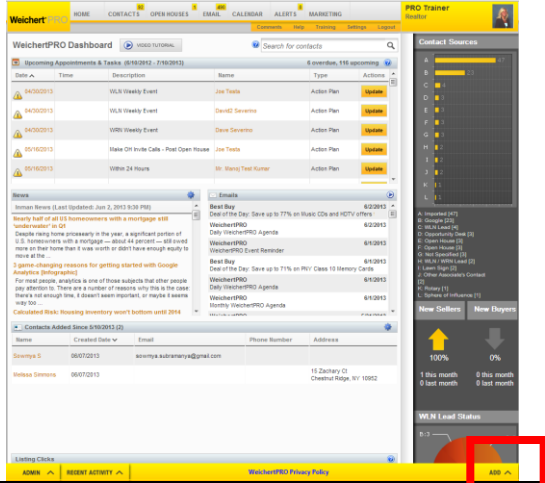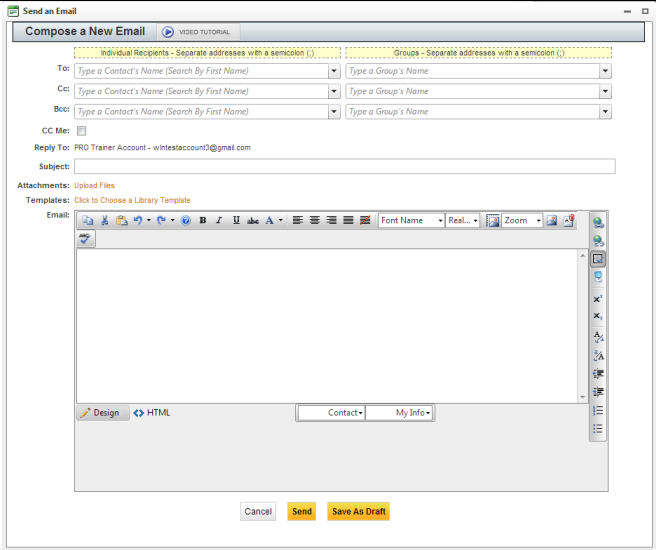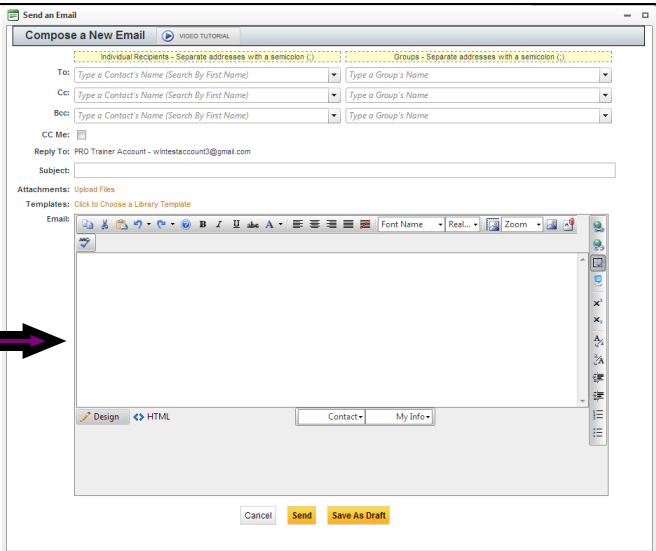# WeichertPRO Job Aid: Composing an Email

Emailing to individual contacts or groups in WeichertPRO is not only easy but it helps you to stay organized by keeping all your correspondence with a contact in one place and is easy accessible from their contact record at any time in the future. To compose an email to a contact or group, follow the simple steps below:

Compose an Email

Step	Screen
1. **Go To:** www.weichertpro.com **and log in** 2. **Locate 'add' at the bottom toolbar.**	
3. **Select 'New Email' from the popup menu.**	

WeichertPRO Job Aid: Composing an Email

Step	Screen
The Create a New Email window will open. **4. Select your contact or group from the 'To' field** **5. Add a Subject** **You can attach files by clicking 'Upload Files' from the Attachments field. You can refer to the job aid entitled, "Adding Attachments in Emails" for further details.** **NOTE: For a group email, choose the ' bcc group' field to keep recipients private.**	
6. Type your message in the email window. **8. Select 'Send'.**	

Additional Resources:

- **For Technical Questions: Call the Help Desk at 973 605 1619**

- **Or email at: WLNHELP@WLNINC.COM**

- For additional WeichertPRO training and our a library of video tutorials visit: **WeichertPRO.com→ Training**