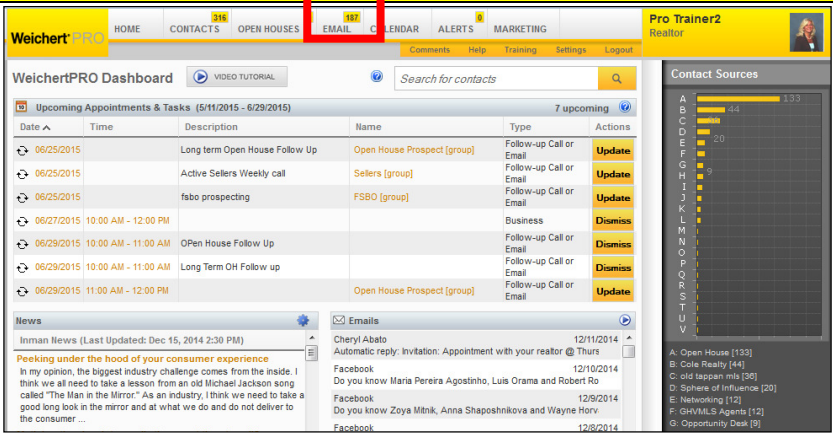
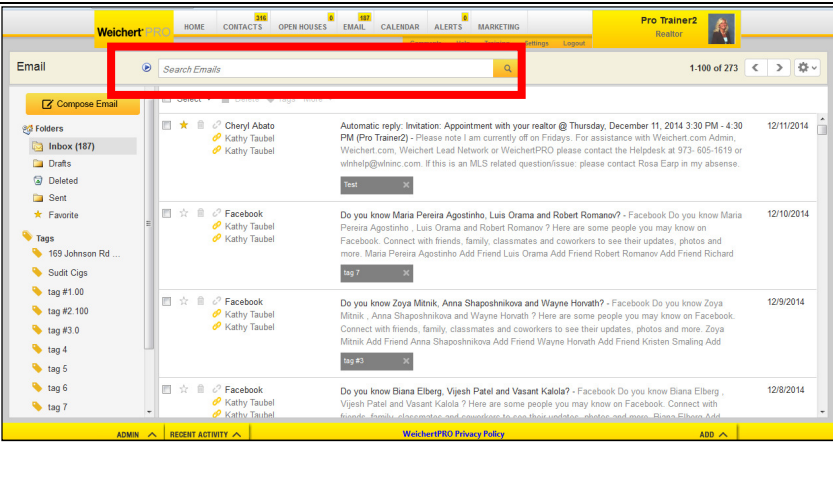
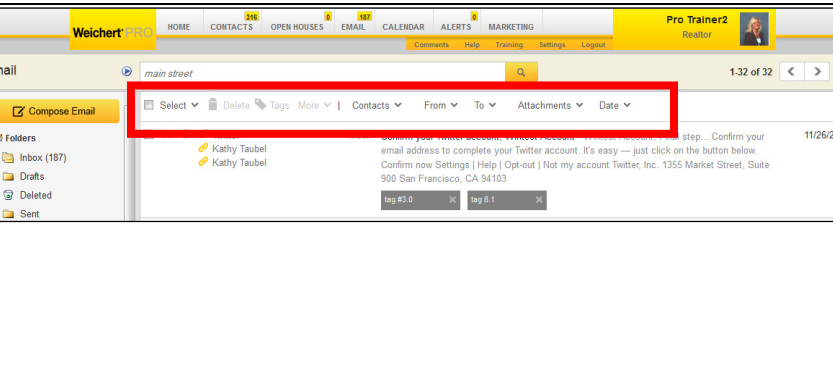


WeichertPRO Job Aid: Finding Messages in WeichertPRO eMail

Finding Messages

Step	Screen
<p>1. Go To: www.weichertpro.com and log in</p> <p>2. Click 'Email'</p>	 <p>The screenshot shows the WeichertPRO Dashboard. At the top, there are navigation tabs: HOME, CONTACTS (195), OPEN HOUSES, EMAIL (197), CALENDAR, ALERTS, and MARKETING. The 'EMAIL' tab is highlighted with a red box. Below the navigation, there is a search bar for contacts and a table of 'Upcoming Appointments & Tasks' for the period 5/11/2015 - 6/29/2015. The table has columns for Date, Time, Description, Name, Type, and Actions. Below the table, there are sections for 'News' and 'Emails'.</p>
<h3>Use the search box</h3> <p>The search box is at the top of your WeichertPRO eMail screen. Type the word you're looking for in the search box and click the magnifying icon. For example, if you're looking for a message with the words 'Main Street' type in the words main street.</p> <p>Your search will return up to 1,000 results. If you have more than 1,000 in your search results, you will be asked to refine your search.</p>	 <p>The screenshot shows the WeichertPRO Email screen. At the top, there is a search bar labeled 'Search Emails' with a magnifying glass icon. The search bar is highlighted with a red box. Below the search bar, there is a list of email messages. The first message is from Cheryl Abato, dated 12/11/2014. The second message is from Facebook, dated 12/10/2014. The third message is from Facebook, dated 12/9/2014. The fourth message is from Facebook, dated 12/8/2014.</p>
<h3>Refine your search</h3> <p>If you're having trouble finding the result you want, you can refine your search by clicking any one of the arrows for more options including Contacts, To, From, Attachments (does the email have an attachment) and date.</p>	 <p>The screenshot shows the WeichertPRO Email screen. At the top, there is a search bar labeled 'main street'. Below the search bar, there is a list of email messages. The first message is from Kathy Taubel, dated 11/26/2014. The second message is from Kathy Taubel, dated 11/26/2014. The search filters are highlighted with a red box. The filters include: Select, Delete, Tags, More, Contacts, From, To, Attachments, and Date.</p>

Additional Resources:

- **For Technical Questions:** Call the Help Desk at 973-290-5722
- **Or email at:** helpdesk@weichertrealtors.net
- For additional WeichertPRO training and our a library of video tutorials visit: www.weichertpro.com → **Training**