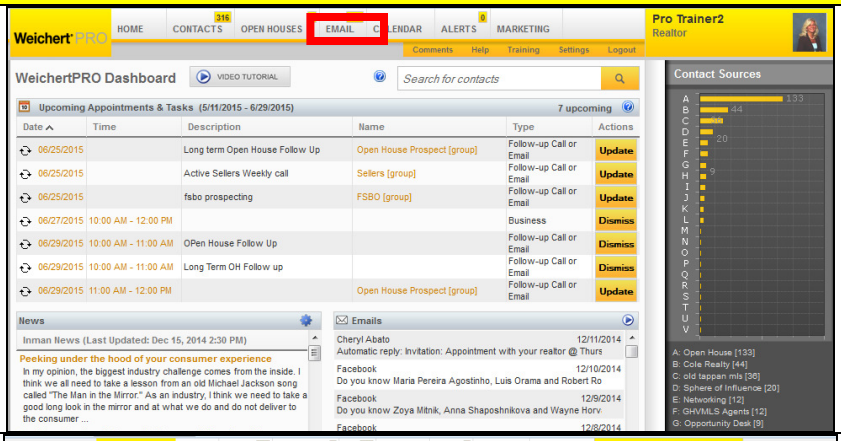
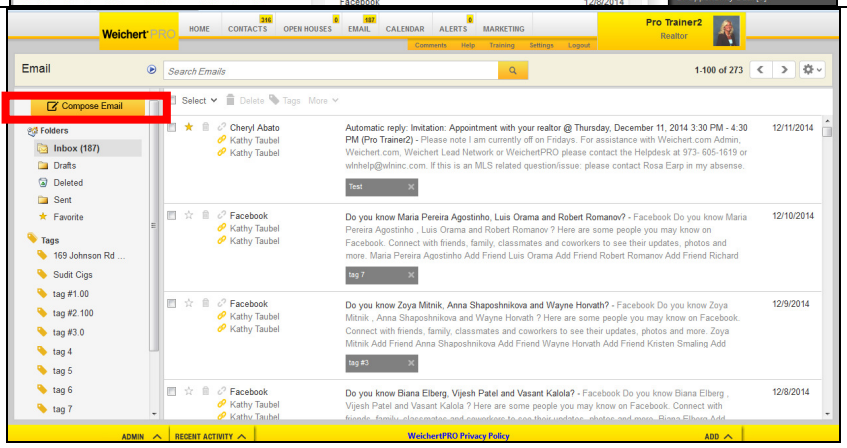
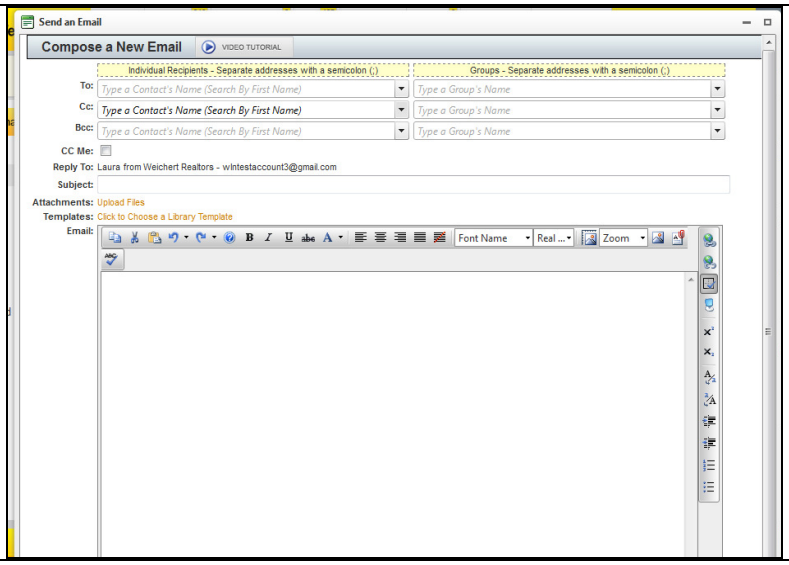
WeichertPRO Job Aid: Message Actions – Compose, Delete, Star, Mark

Message Actions – Compose, Delete, Star, Mark

Step	Screen
1. Go To: www.weichertpro.com and log in 2. Click **Email**	
Compose a Message To compose an email, click **'compose email'** on the left side of your WeichertPRO email page.	
Use the **Compose a New Email** screen to send to one person, multiple people or groups. When sending in groups, remember to select from the BCC group field so all recipients are kept private.	

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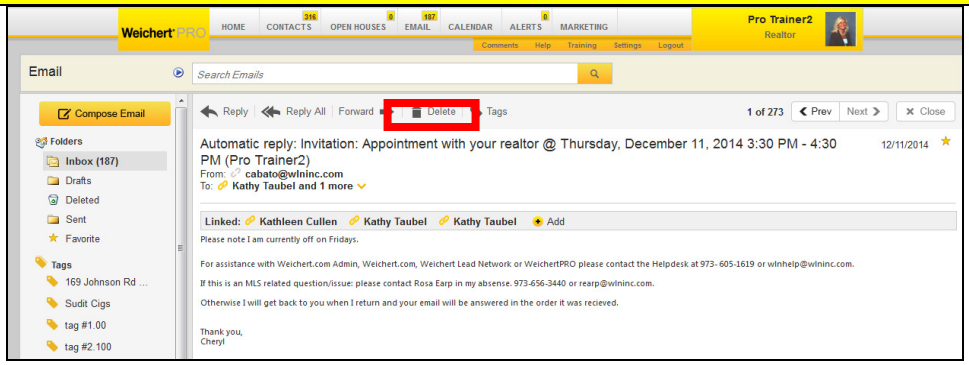
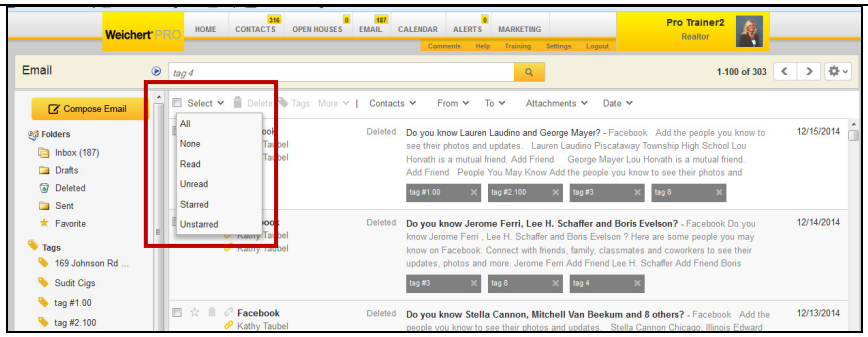
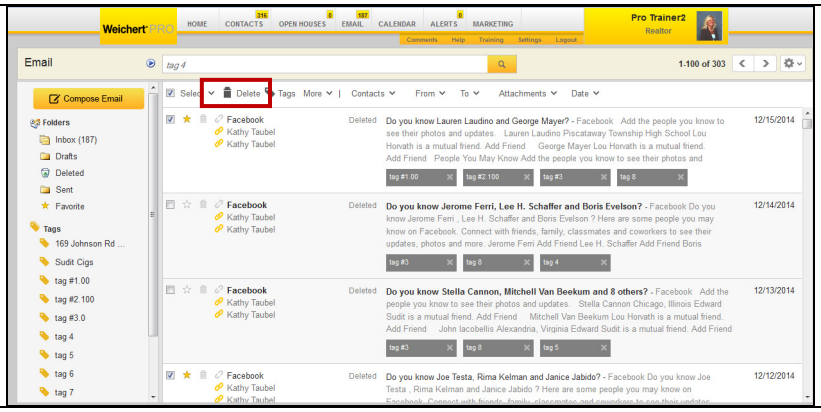
Delete a Message To delete an email, open or select the message and click the **Delete icon**: Delete In case you change your mind and want to un-delete a message, deleted messages stay in the **Deleted Folder** for 30 days. After that, they are no user-recoverable. If a message is linked to a contact, they will always remain in the Deleted Folder so you can recover them at any time.	
Delete many or all messages at once 1. Open your WeichertPRO Email 2. Find the group of messages you want to delete. Tip: You can find messages by searching or by selecting all messages with a certain tag. 3. Select messages using the **'Select'** checkbox on the left side of the toolbar. Select from the options.	
4. Once your messages are selected, click the **Delete icon** on the toolbar. Delete	

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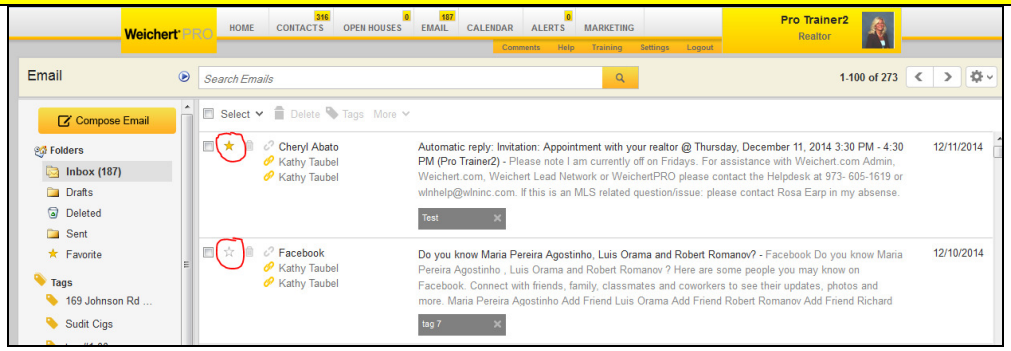
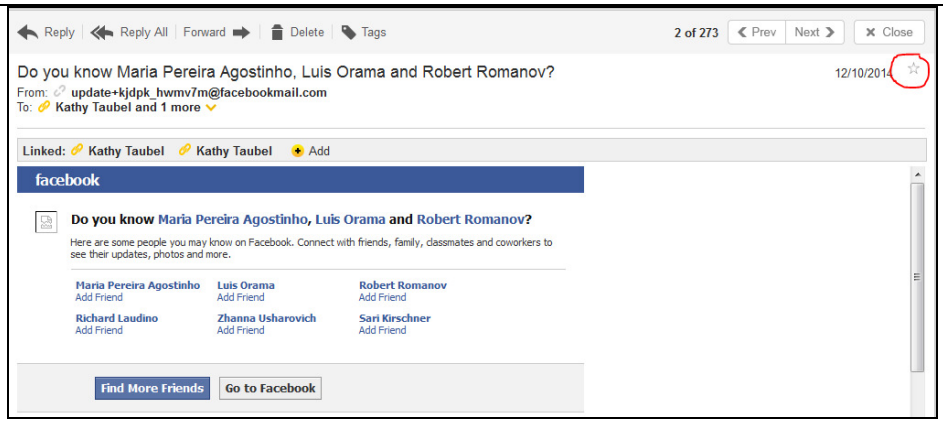
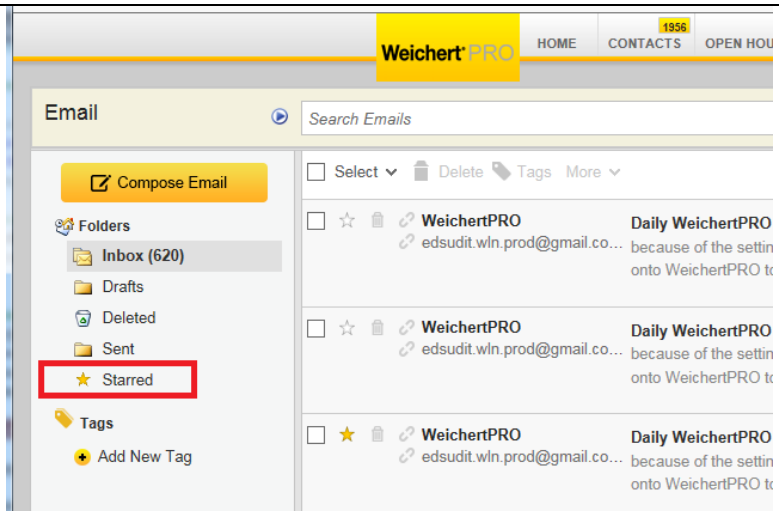
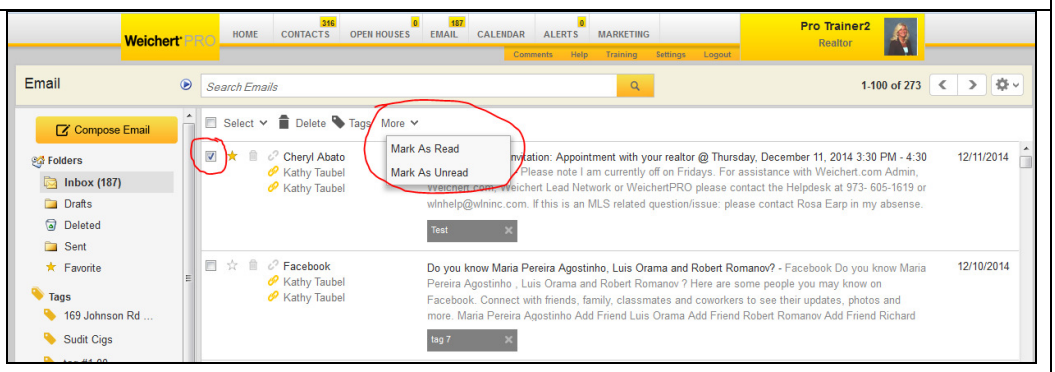
Starred Messages Use **Stars** to easily mark certain messages as important or to indicate that you need to reply to them later. Stars appear to the left of the sender's name in your inbox and only you can see if you've starred a message.	
How to add a star 1. **<u>From your inbox:</u>** click the Gray outline star icon next to the sender's name. (see above) 2. **<u>While reading a message:</u>** click the Gray outline star icon in upper right corner of the message, next to the date.	
Find starred messages To see all your starred messages, click **'Starred'** on the left side of your WeichertPRO email in the Folders section under the 'Sent' folder. Or search for starred messages by typing: 'starred' in the search box.	
Mark messages as read or unread Here's how to mark your messages as read or unread: 1. Open your WeichertPRO eMail 2. Check the boxes next to the messages you'd like to mark as read or unread.	

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3. Click the **'More'** button at the top of the page and select **Mark as read** or **Mark as unread**.	

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**