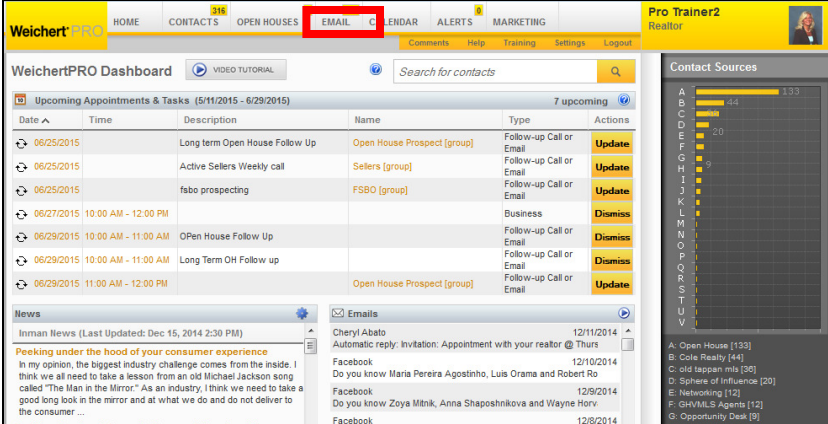
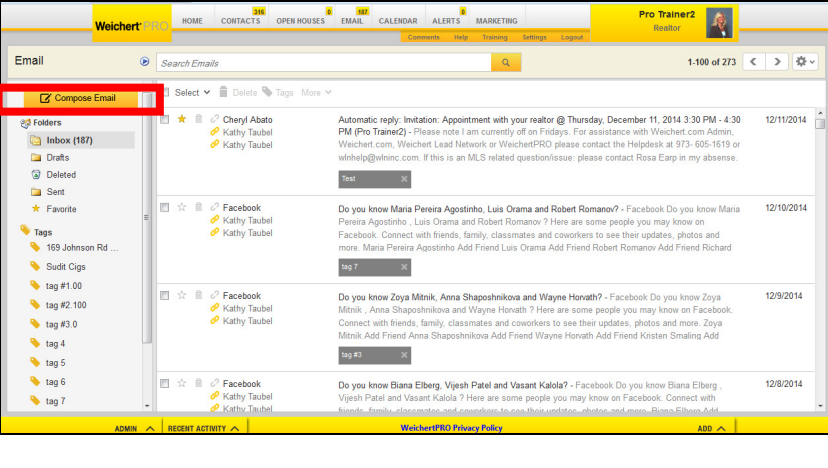
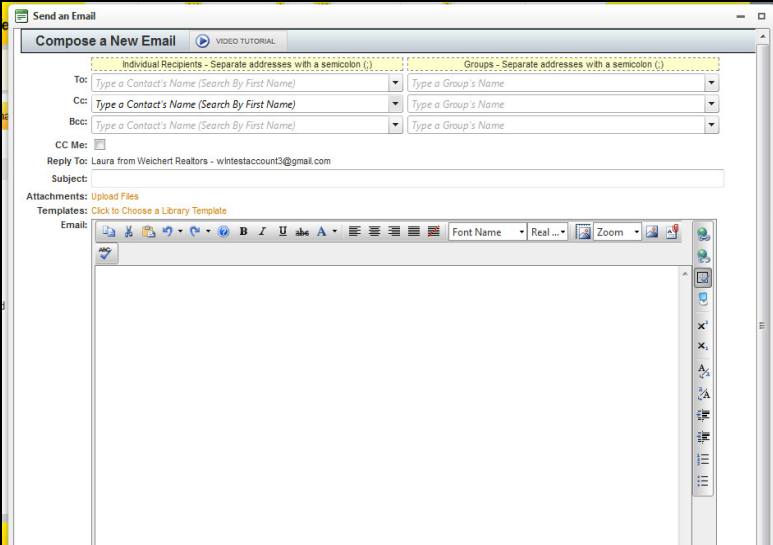
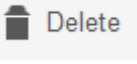
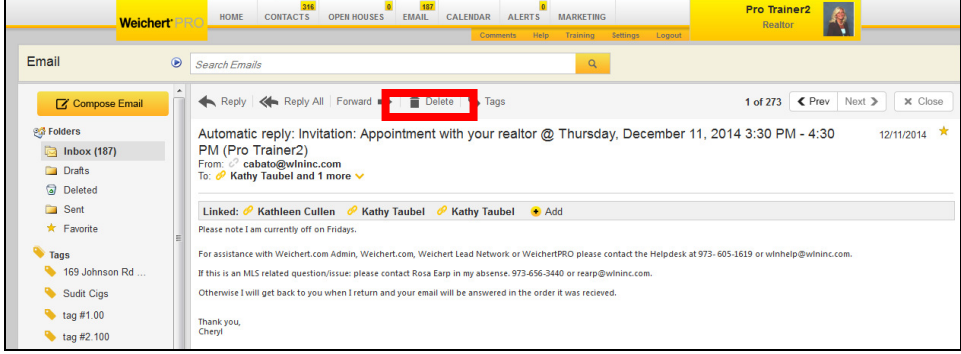
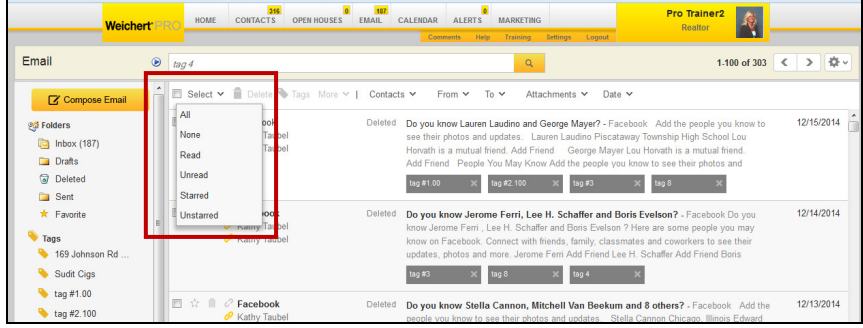
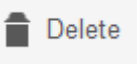
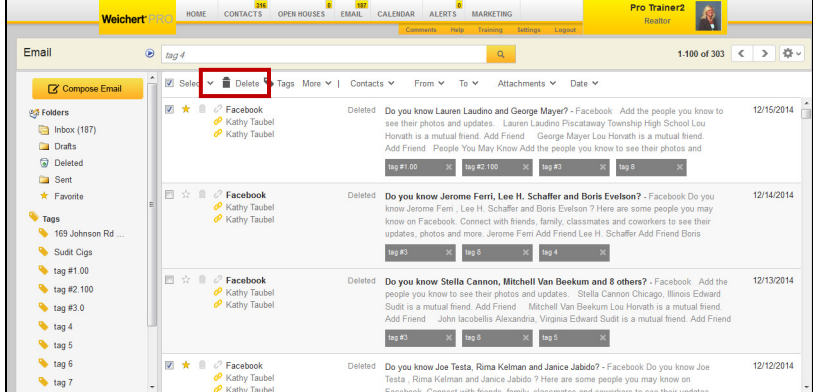


WeichertPRO Job Aid: Message Actions – Compose, Delete, Star, Mark

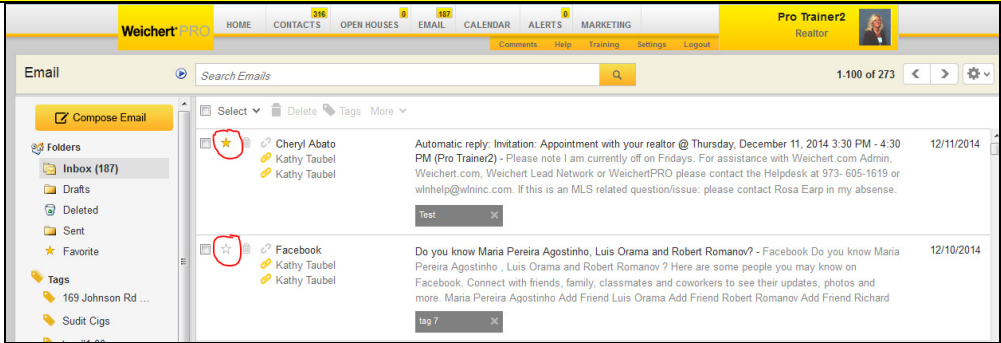
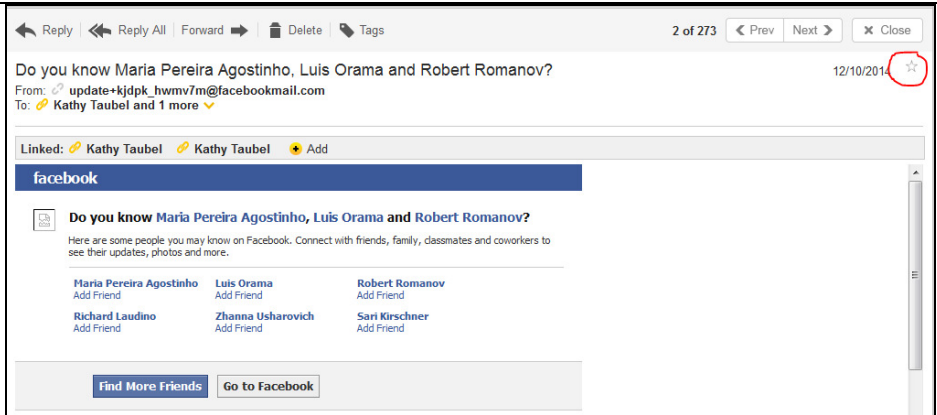
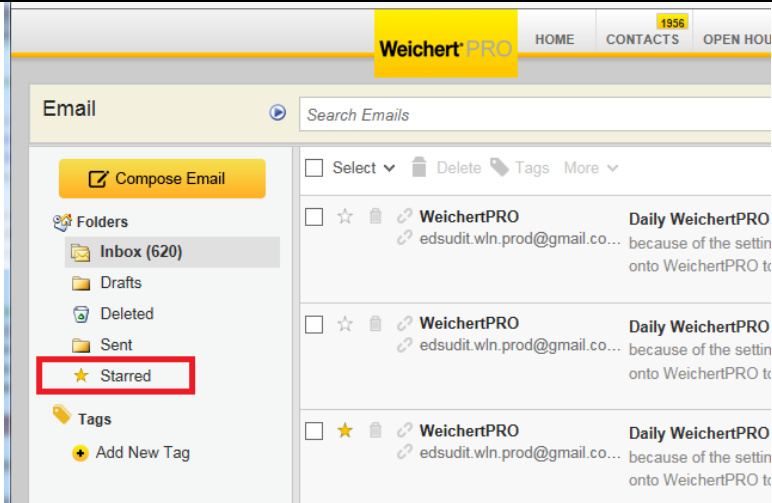
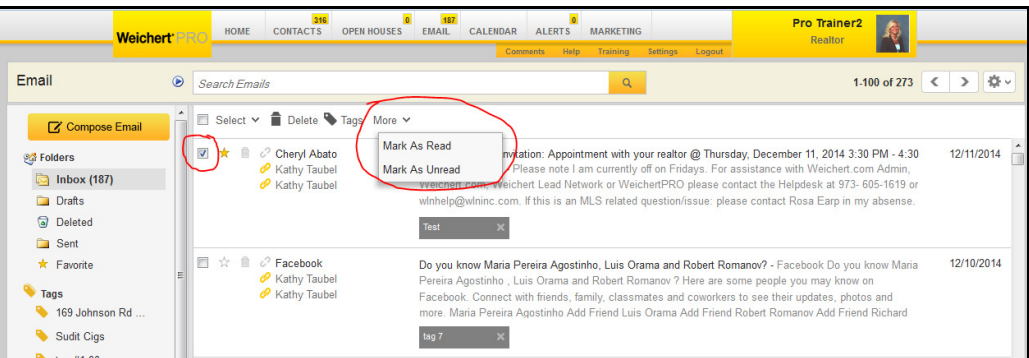
Message Actions – Compose, Delete, Star, Mark

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. The top navigation bar includes 'HOME', 'CONTACTS', 'OPEN HOUSES', 'EMAIL', 'CALENDAR', 'ALERTS', and 'MARKETING'. The 'EMAIL' tab is highlighted with a red box. Below the navigation bar, there is a search bar and a table of 'Upcoming Appointments & Tasks' with columns for Date, Time, Description, Name, Type, and Actions. A 'News' section is visible on the left, and a 'Contact Sources' sidebar is on the right.</p>
<h3>Compose a Message</h3> <p>To compose an email, click 'compose email' on the left side of your WeichertPRO email page.</p>	 <p>The screenshot shows the WeichertPRO Email interface. The left sidebar contains a 'Folders' section with 'Inbox (187)', 'Drafts', 'Deleted', and 'Sent'. Below the folders is a 'Tags' section with various tags like '169 Johnson Rd...', 'tag #1.00', etc. The 'Compose Email' button is highlighted with a red box. The main area displays a list of emails with details like sender, subject, and date.</p>
<p>Use the Compose a New Email screen to send to one person, multiple people or groups.</p> <p>When sending in groups, remember to select from the BCC group field so all recipients are kept private.</p>	 <p>The screenshot shows the 'Compose a New Email' form. It has fields for 'To:', 'Cc:', and 'Bcc:', each with a dropdown menu for selecting contacts or groups. There is also a 'CC Me' checkbox, a 'Reply To' field, a 'Subject' field, and an 'Attachments' section. The email body is a large text area with a rich text editor toolbar.</p>

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

Step	Screen
<p>Delete a Message</p> <p>To delete an email, open or select the message and click the Delete icon:</p>  <p>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.</p>	
<p>Delete many or all messages at once</p> <ol style="list-style-type: none"> 1. Open your WeichertPRO Email 2. Find the group of messages you want to delete. <p>Tip: You can find messages by searching or by selecting all messages with a certain tag.</p> <ol style="list-style-type: none"> 3. Select messages using the 'Select' checkbox on the left side of the toolbar. Select from the options. 	
<ol style="list-style-type: none"> 4. Once your messages are selected, click the Delete icon on the toolbar. 	

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

Step	Screen
<p>Starred Messages</p> <p>Use Stars to easily mark certain messages as important or to indicate that you need to reply to them later.</p> <p>Stars appear to the left of the sender's name in your inbox and only you can see if you've starred a message.</p>	
<p>How to add a star</p> <ol style="list-style-type: none"> 1. From your inbox: click the Gray outline star icon next to the sender's name. (see above) 2. While reading a message: click the Gray outline star icon in upper right corner of the message, next to the date. 	
<p>Find starred messages</p> <p>To see all your starred messages, click 'Starred' on the left side of your WeichertPRO email in the Folders section under the 'Sent' folder.</p> <p>Or search for starred messages by typing: 'starred' in the search box.</p>	
<p>Mark messages as read or unread</p> <p>Here's how to mark your messages as read or unread:</p> <ol style="list-style-type: none"> 1. Open your WeichertPRO eMail 2. Check the boxes next to the messages you'd like to mark as read or unread. 	

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

Step	Screen
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**