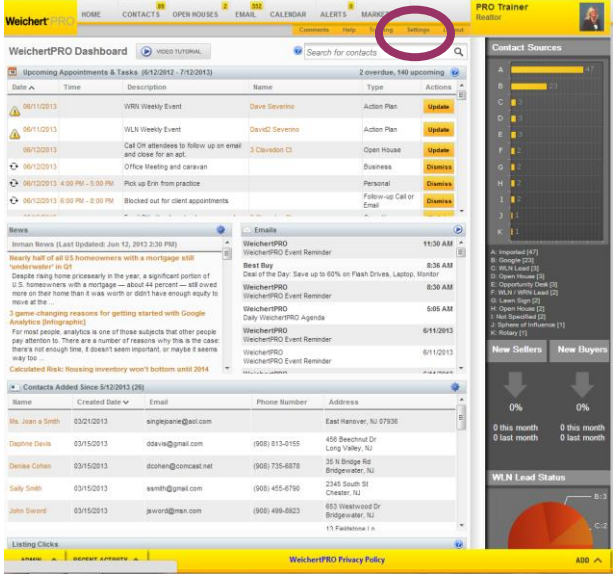
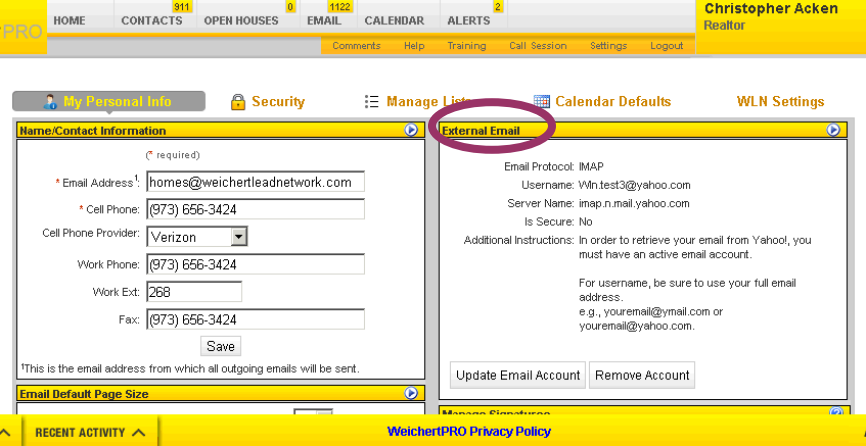


# WeichertPRO Job Aid – External Email Settings

When you delete an email in WeichertPRO, you can either choose to delete it from your external email provider at the same time automatically, or keep it in your external email provider and only delete in WeichertPRO. This option is available in your 'External Email Settings' in WeichertPRO and only needs to be set up once until you decide to change it.

## Edit 'External Email Settings'

Users with an External Emailer Provider currently Set Up in WeichertPRO

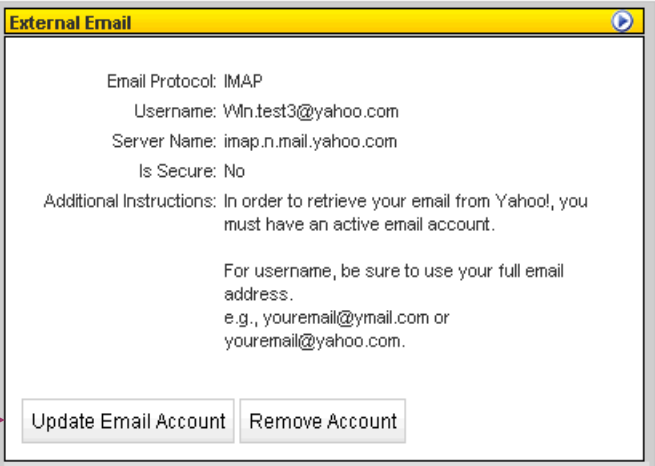
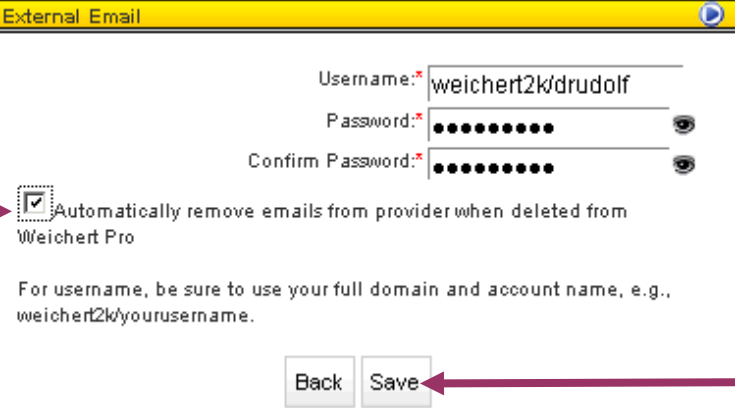
STEP	SCREEN
<p>1. From the Home screen, click "Settings"</p>	
<p>The Settings screen displays</p> <p>2. Locate the External Email window</p>	

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# WeichertPRO Job Aid – External Email Settings

## External Email Settings, continued:

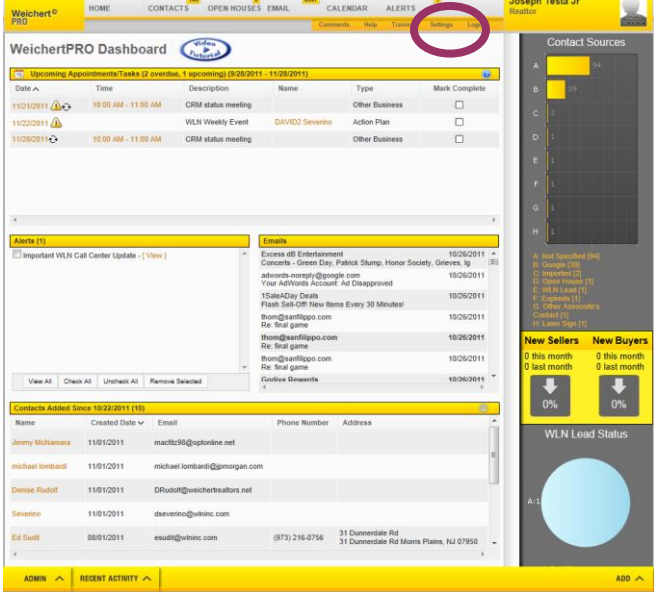
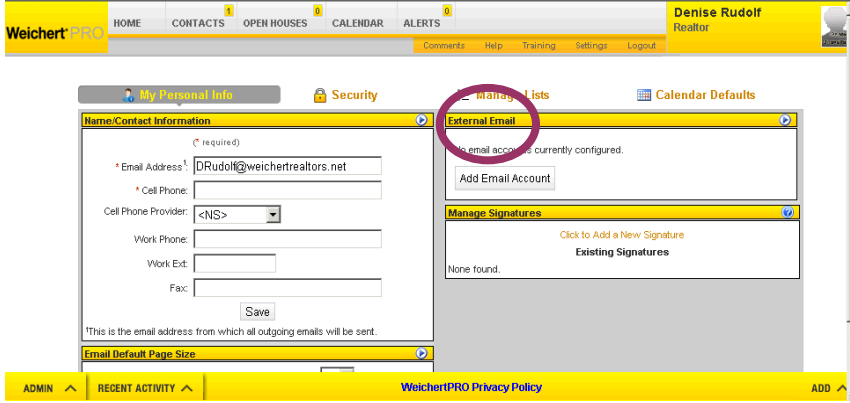
Users with an External Emailer Provider currently Set Up in WeichertPRO

STEP	SCREEN
<p><b>3. Click "Update Email Account"</b></p>	
<p><b>To automatically have emails removed from your email provier when they are deleted in WeichertPRO:</b></p> <p><b>4. Click the check box.</b></p> <p><b>5. Click "Save"</b></p> <p><b>If you do NOT want to have your emails automatically removed from your email provider when deleted in WeichertPRO, leave the check box empty.</b></p>	

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# WeichertPRO Job Aid – External Email Settings

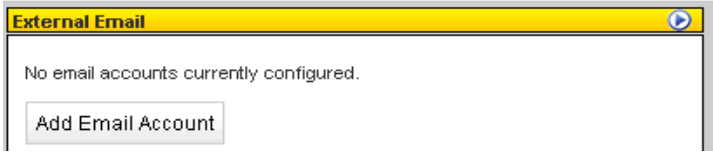
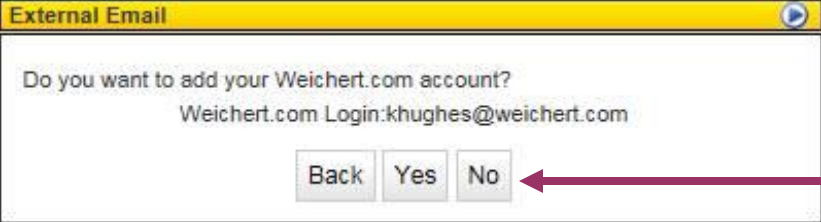
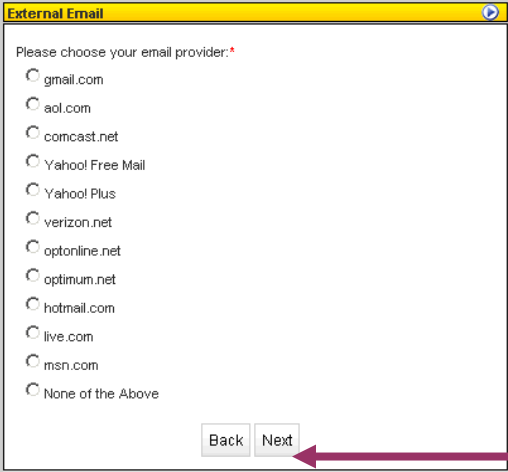
## First Time Set up of External Email in WeichertPRO

STEP	SCREEN
<p>1. From the Home screen, click "Settings"</p>	 <p>The screenshot shows the WeichertPRO Dashboard. At the top, there is a navigation bar with links for HOME, CONTACTS, OPEN HOUSES, EMAIL, CALENDAR, and ALERTS. The 'Settings' link is circled in red. Below the navigation bar, the dashboard displays various sections including 'Upcoming Appointments/Tasks', 'Alerts', 'Emails', and 'Contacts Added Since 10/22/2011'.</p>
<p>The Settings screen displays</p> <p>2. Locate the External Email window</p>	 <p>The screenshot shows the 'External Email' settings window. The 'External Email' tab is selected and circled in red. The window contains fields for 'Email Address' (with the value 'DRudolf@weichertrealtors.net'), 'Cell Phone', 'Cell Phone Provider', 'Work Phone', 'Work Ext', and 'Fax'. There is a 'Save' button at the bottom of the form. Below the form, there is a section for 'Manage Signatures' with a 'Click to Add a New Signature' button and a note that no existing signatures were found.</p>

Continued on Next Page

# WeichertPRO Job Aid – External Email Settings

## First Time Set up of External Email in WeichertPRO, continued

STEP	SCREEN
<p>3. Click "Add Email Account"</p>	
<p>You will be asked if you want to add your Weichert.com email account.</p> <p>If you select 'Yes', skip to Step 7.</p> <p>If you do NOT want to add Weichert.com as your external email provider</p> <p>4. Click 'No'</p>	
<p>5. Select your external email provider</p> <p>6. Click "Next"</p>	

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# First Time Set up of External Email in WeichertPRO, continued

STEP	SCREEN
<p><b>7. Enter your external email credentials</b></p> <p><b>To automatically have emails removed from your email provider when they are deleted in WeichertPRO:</b></p> <p><b>6. Click the check box.</b></p> <p><b>If you do NOT want to have your emails automatically removed from your email provider when deleted in WeichertPRO, leave the check box empty</b></p>	
<p><b>8. Click 'Save'</b></p>	

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**Additional Resources:**

- **For Technical Questions: Call the Help Desk at 973 605 1619**
- **Or email at: [WLNHELP@WLNINC.COM](mailto:WLNHELP@WLNINC.COM)**
- **For additional WeichertPRO training and our a library of video tutorials visit:  
[WeichertPRO.com](http://WeichertPRO.com)→ **Training****