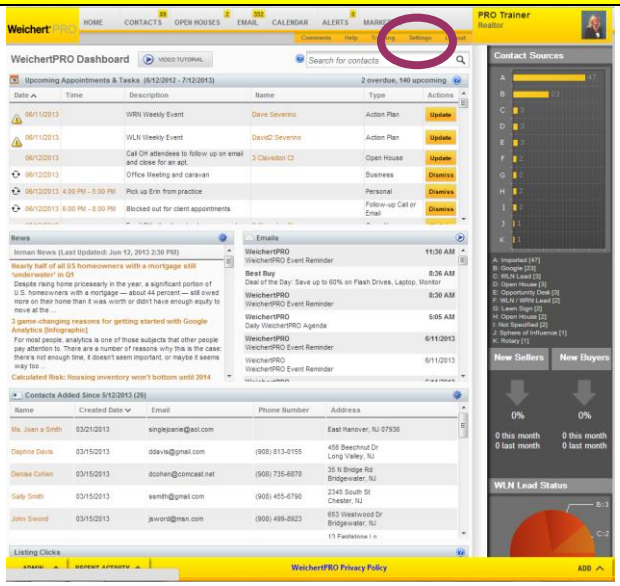
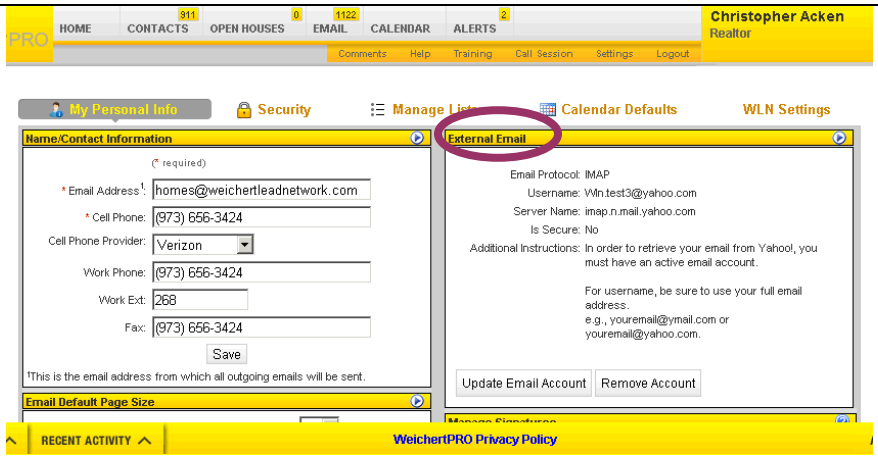
WeichertPRO Job Aid – External Email Settings

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'

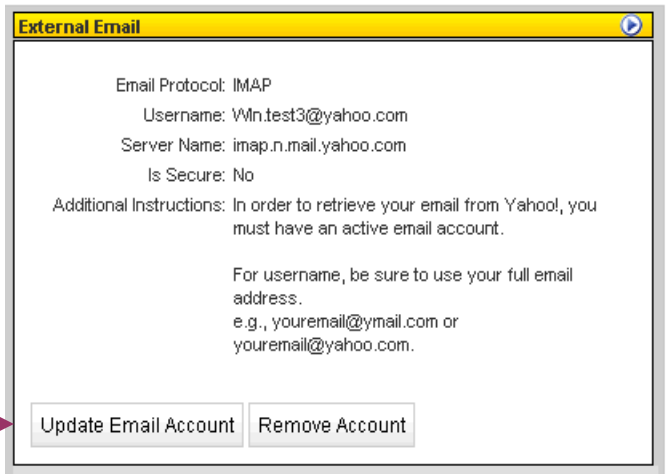
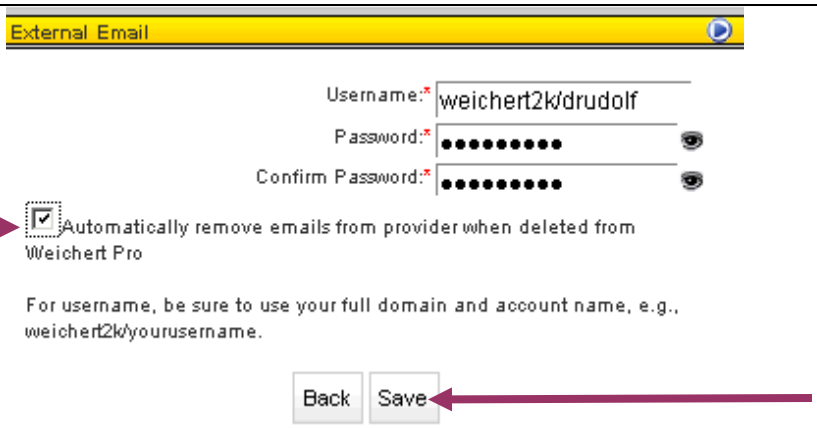
Users with an External Emailer Provider currently Set Up in WeichertPRO

STEP	SCREEN
1. From the Home screen, click "Settings"	
The Settings screen displays **2. Locate the External Email window**	

Continued on Next Page

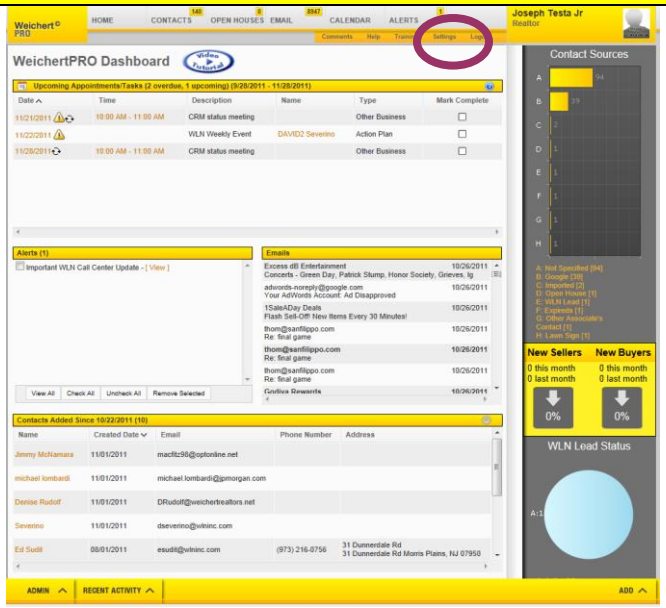
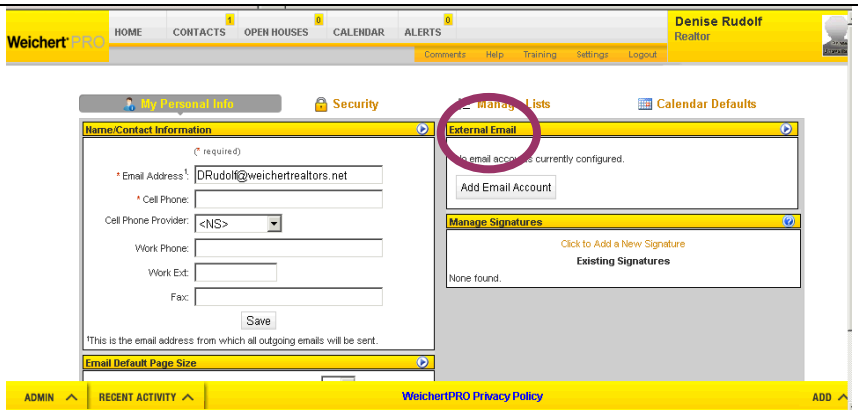
External Email Settings, continued:

Users with an External Emailer Provider currently Set Up in WeichertPRO

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

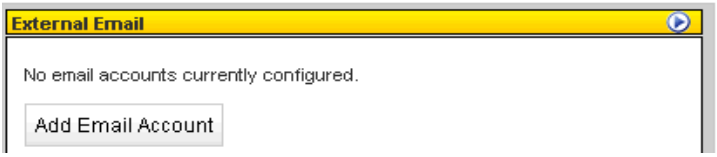
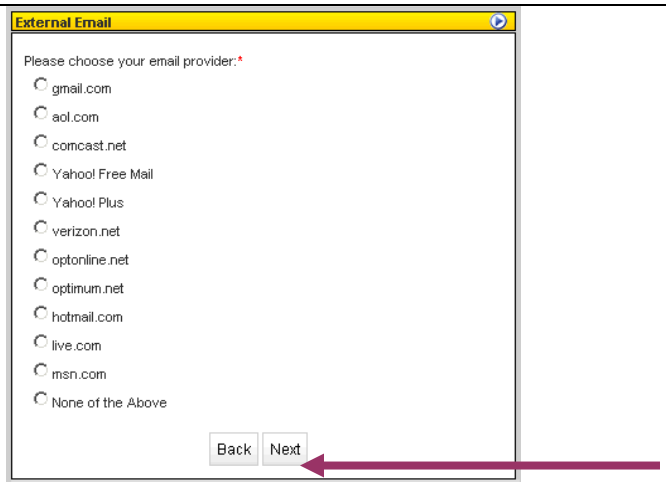
Continued on Next Page

First Time Set up of External Email in WeichertPRO

STEP	SCREEN
1. From the Home screen, click "Settings"	
The Settings screen displays **2. Locate the External Email window**	

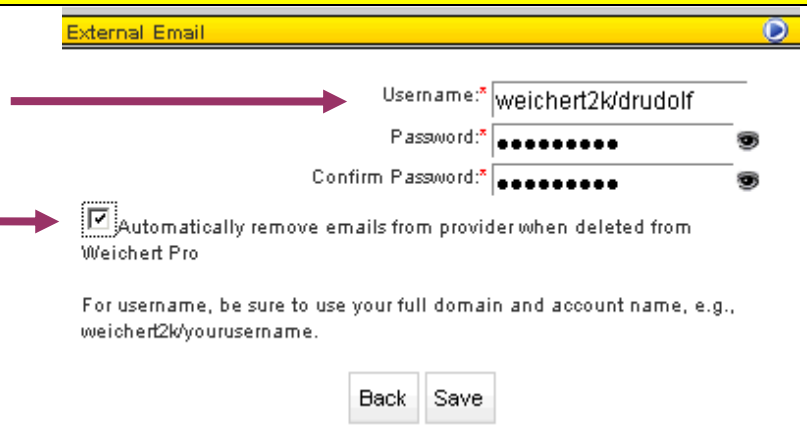
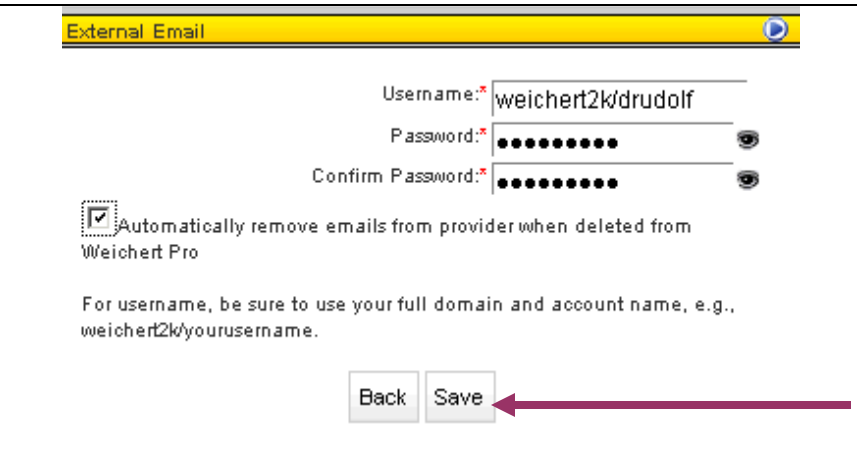
Continued on Next Page

First Time Set up of External Email in WeichertPRO, continued

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

Continued on Next Page

First Time Set up of External Email in WeichertPRO, continued

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

Continued on Next Page

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**