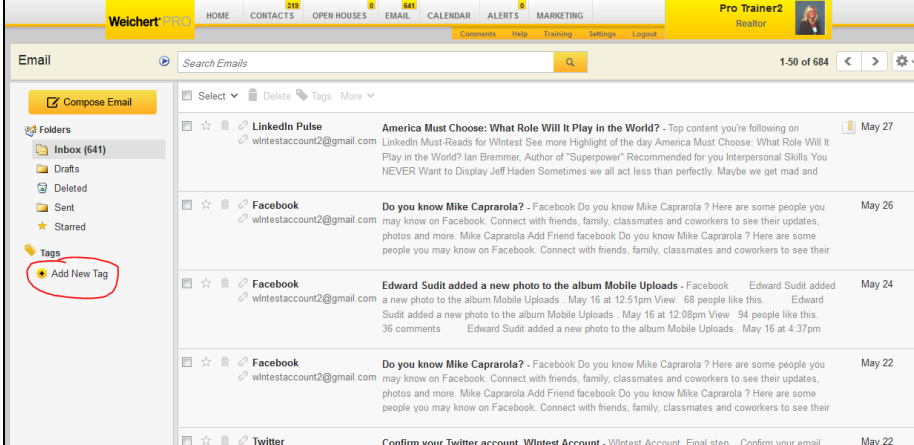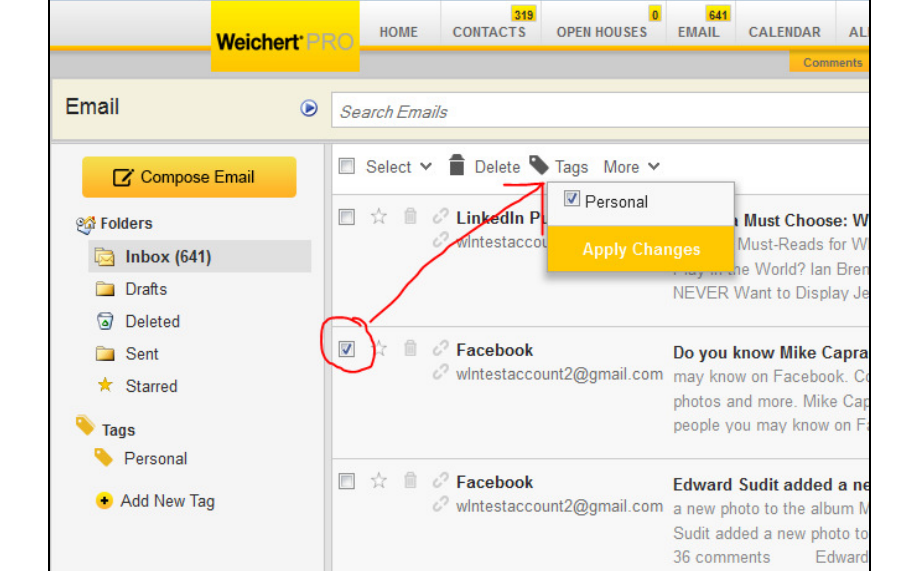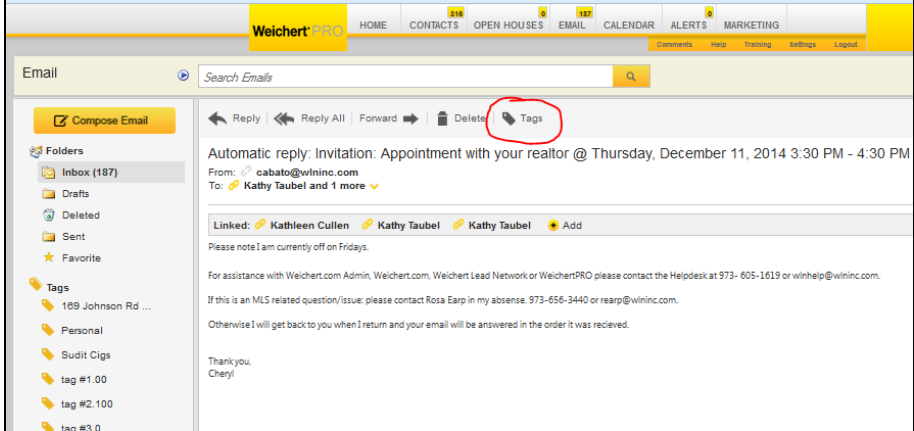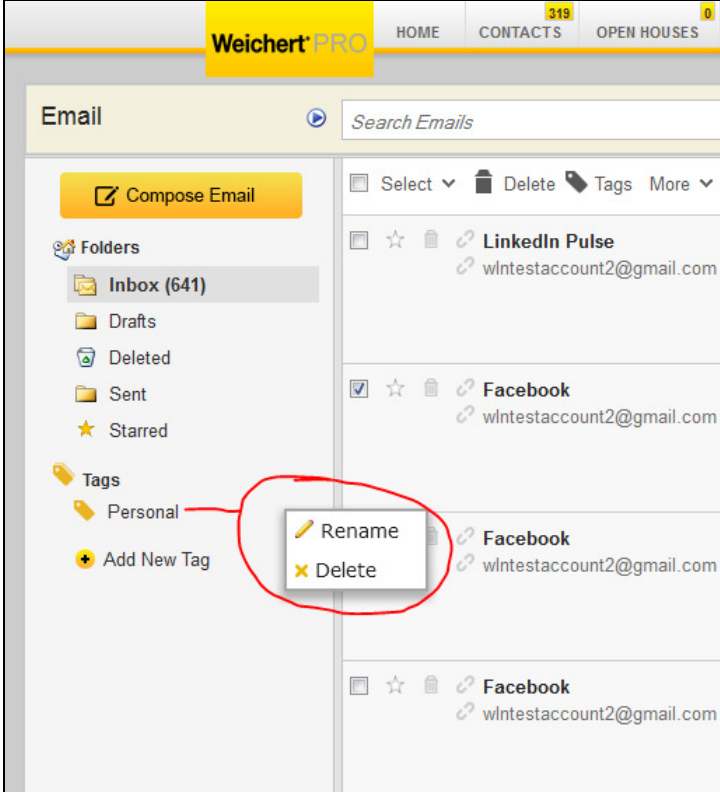# WeichertPRO Job Aid: Using Tags to Organize Your Messages

Using Tags
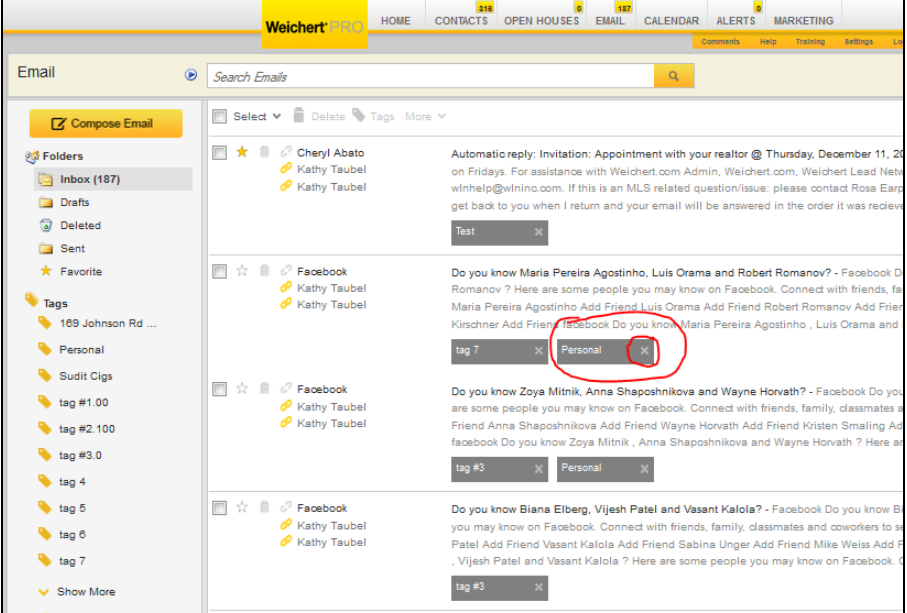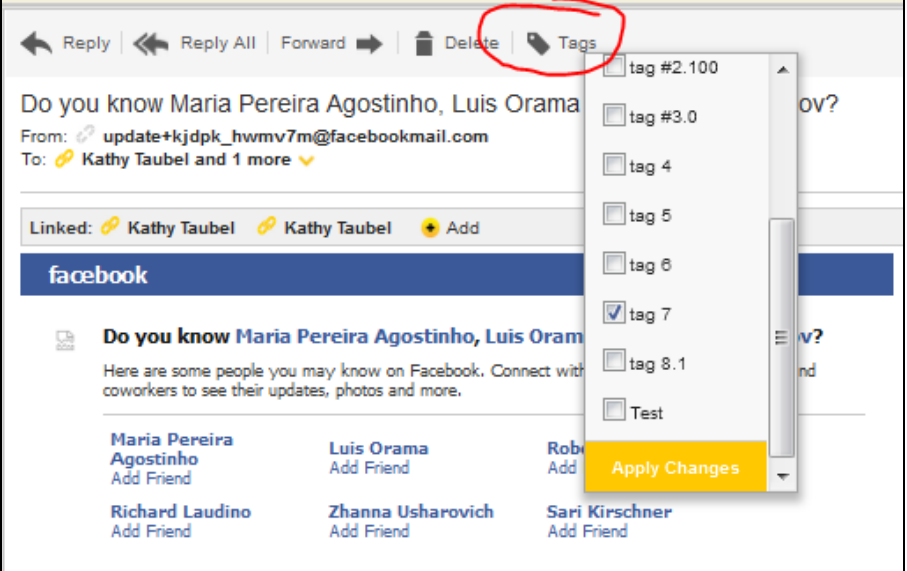
Step	Screen
Using Tags Tags help you organize your messages into categories -- work, family, to do, read later, any category you want. Tags do all the work that folders do, but with an added bonus: you can add more than one tag to a message. Only you can see your tags so the sender will never know. 1. Go To: www.weichertpro.com and log in 2. Click **Email**	
Create a tag Here's how to create a tag that you can add to any of your messages: 1. On the left side of the page, click **Add New Tag** at the bottom of your tags list. 2. Type the name of your new tag and click **Enter**	
Apply your tag You can add a tag to your messages in two ways: • When viewing your Inbox, select the checkbox next to those messages, click the **Tags** button, and click the tag you want. Then click **Apply Changes** at the bottom of your tag list. (Or check the boxes next to several tags and click Apply Changes 	

WeichertPRO Job Aid: Using Tags to Organize Your Messages

Step	Screen
• When viewing a message, click the **Tags** button to add a tag to the message.	
Organize your tags **How to Edit or Delete a tag** Hover your cursor over the tag on the left side of your WeichertPRO Email page, and click the down-arrow that appears next to that tag. A menu appears where you can **Rename** to change the label's name. In that menu, you can also click **Delete** to delete the tag from your list and remove it from all messages that were labeled with that tag. When you rename a tag, all the messages categorized under your old tag name are now categorized under your new tag name.	

WeichertPRO Job Aid: Using Tags to Organize Your Messages

Step	Screen
Delete a tag from an email You can also delete a tag from an individual email: • When viewing your inbox or any other folder, email tags are displayed under each email. Simply click the **X** next to the tag you want to delete.	
• When viewing the email, click the **Tags** icon and remove the checkmark next to the tag you want to delete from this email. Then click **Apply Changes**	

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**