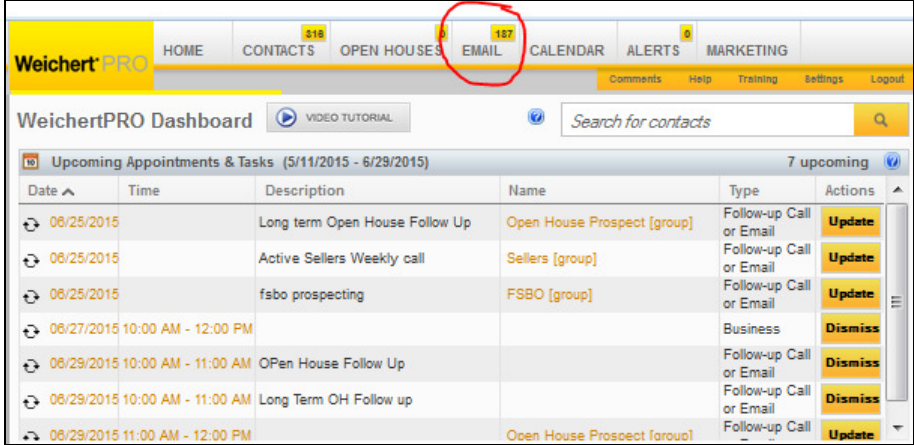
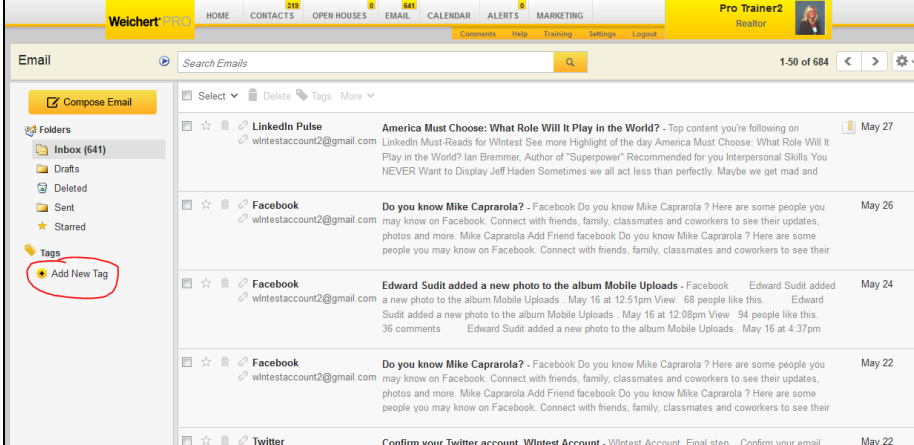
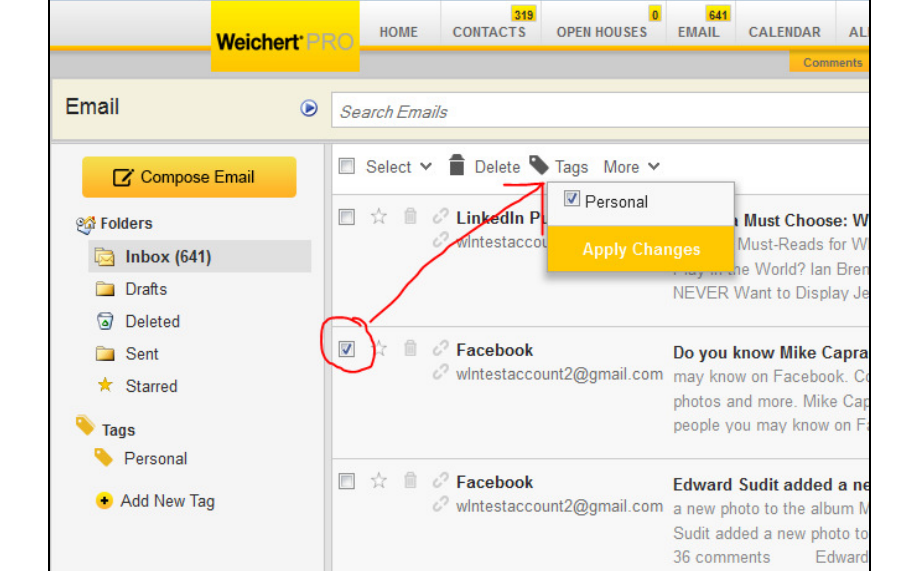
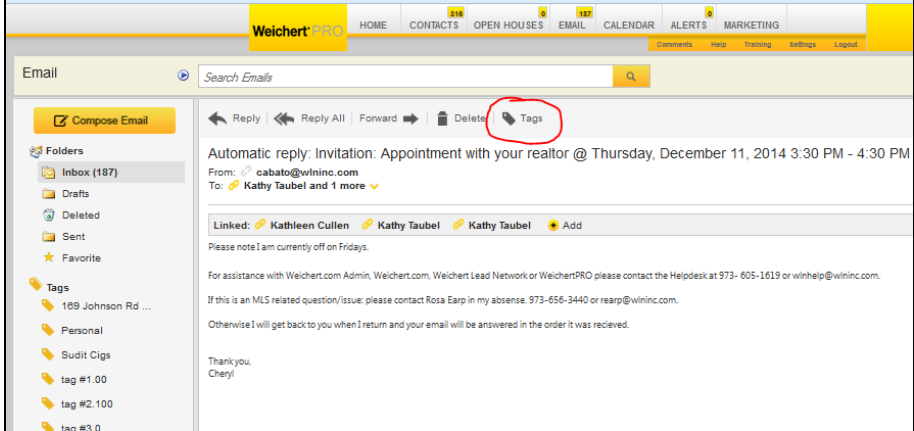
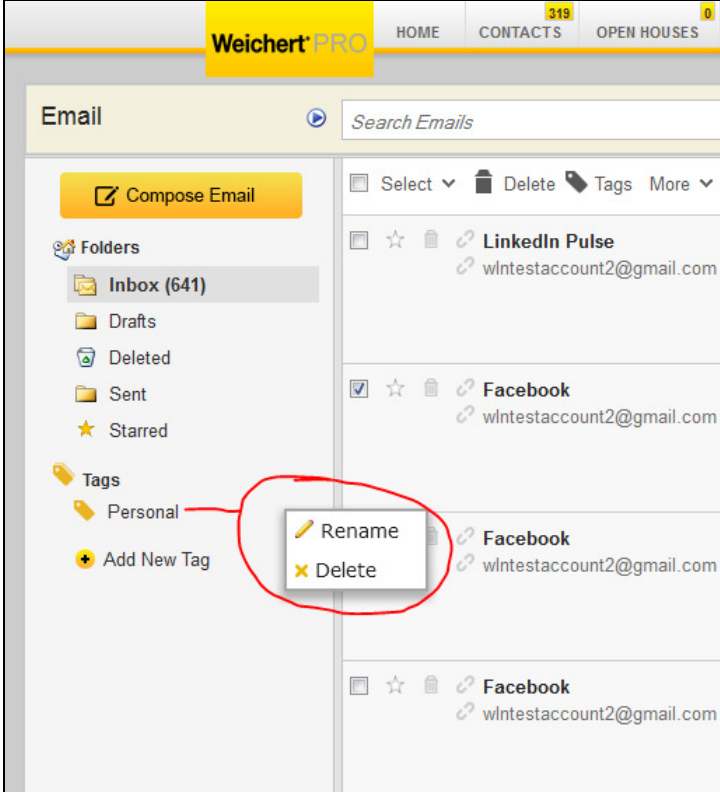


# WeichertPRO Job Aid: Using Tags to Organize Your Messages

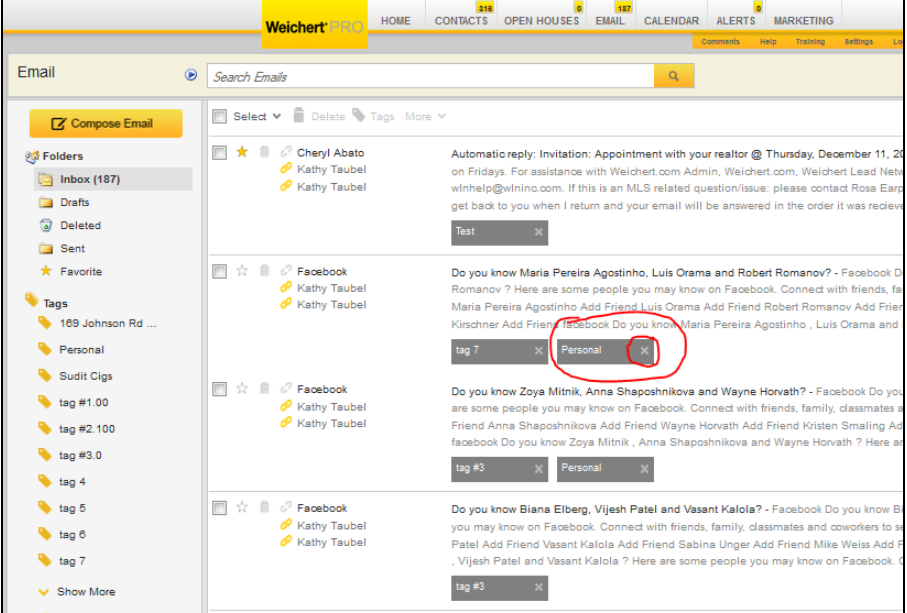
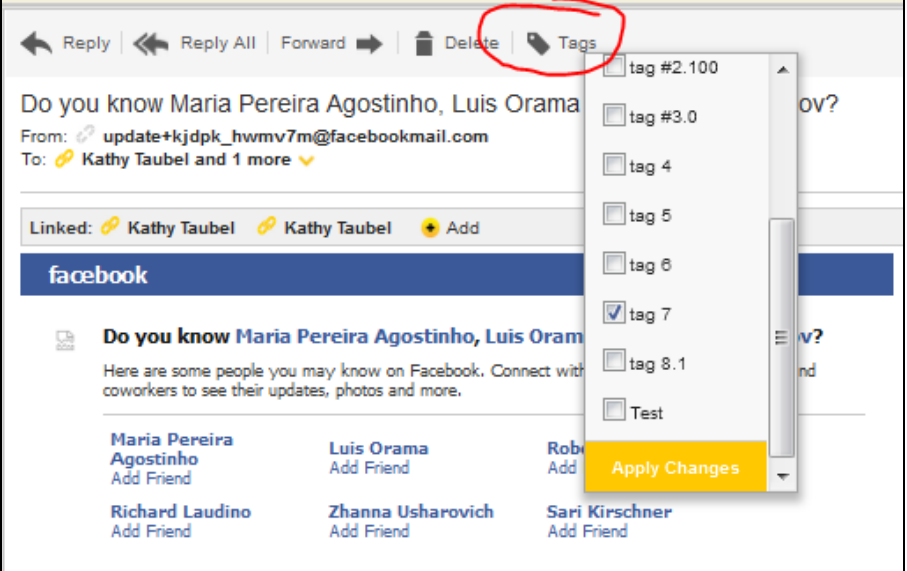
## Using Tags

Step	Screen
<h3>Using Tags</h3> <p>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.</p> <ol style="list-style-type: none"><li>1. Go To: <a href="http://www.weichertpro.com">www.weichertpro.com</a> and log in</li><li>2. Click <b>Email</b></li></ol>	 <p>The screenshot shows the WeichertPRO dashboard with the 'EMAIL' tab highlighted in a red circle in the top navigation bar. Below the navigation bar, there is a search bar and a table of 'Upcoming Appointments &amp; Tasks' with columns for Date, Time, Description, Name, Type, and Actions.</p>
<h3>Create a tag</h3> <p>Here's how to create a tag that you can add to any of your messages:</p> <ol style="list-style-type: none"><li>1. On the left side of the page, click <b>Add New Tag</b> at the bottom of your tags list.</li><li>2. Type the name of your new tag and click <b>Enter</b></li></ol>	 <p>The screenshot shows the 'Email' view with the 'Add New Tag' button highlighted in a red circle in the left sidebar. The main content area shows a list of emails with various subjects and dates.</p>
<h3>Apply your tag</h3> <p>You can add a tag to your messages in two ways:</p> <ul style="list-style-type: none"><li>• When viewing your Inbox, select the checkbox next to those messages, click the <b>Tags</b> button, and click the tag you want. Then click <b>Apply Changes</b> at the bottom of your tag list. (Or check the boxes next to several tags and click Apply Changes</li></ul>	 <p>The screenshot shows the 'Email' view with a red arrow pointing to the 'Tags' button in the top right of the email list. A dropdown menu is open, showing the 'Personal' tag selected. Below the dropdown, there is a yellow 'Apply Changes' button. The 'Add New Tag' button is also visible in the left sidebar.</p>

# WeichertPRO Job Aid: Using Tags to Organize Your Messages

Step	Screen
<ul style="list-style-type: none"><li>When viewing a message, click the <b>Tags</b> button to add a tag to the message.</li></ul>	 <p>The screenshot shows the WeichertPRO email interface. At the top, there are navigation tabs: HOME, CONTACTS (314), OPEN HOUSES (147), EMAIL, CALENDAR, ALERTS, and MARKETING. Below the navigation is a search bar labeled 'Search Emails'. On the left side, there is a sidebar with 'Compose Email', 'Folders' (Inbox (187), Drafts, Deleted, Sent, Favorite), and 'Tags' (169 Johnson Rd ..., Personal, Sudit Cigs, tag #1.00, tag #2.100, tag #3.0). The main content area shows an email from 'cabato@wininc.com' to 'Kathy Taubel and 1 more'. The email body contains an automatic reply about an appointment. A red circle highlights the 'Tags' button in the top right corner of the email view.</p>
<h2>Organize your tags</h2> <h3>How to Edit or Delete a tag</h3> <p>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 <b>Rename</b> to change the label's name. In that menu, you can also click <b>Delete</b> to delete the tag from your list and remove it from all messages that were labeled with that tag.</p> <p>When you rename a tag, all the messages categorized under your old tag name are now categorized under your new tag name.</p>	 <p>The screenshot shows the WeichertPRO email interface with the 'Tags' menu open. The sidebar on the left shows 'Folders' (Inbox (641), Drafts, Deleted, Sent, Starred) and 'Tags' (Personal, Add New Tag). The main content area shows a list of emails from 'wintestaccount2@gmail.com'. A red circle highlights the 'Tags' menu, which contains 'Rename' and 'Delete' options. A red line points from the 'Personal' tag in the sidebar to the 'Rename' option in the menu.</p>

# WeichertPRO Job Aid: Using Tags to Organize Your Messages

Step	Screen
<p><b>Delete a tag from an email</b></p> <p>You can also delete a tag from an individual email:</p> <ul style="list-style-type: none"> <li>When viewing your inbox or any other folder, email tags are displayed under each email. Simply click the <b>X</b> next to the tag you want to delete.</li> </ul>	
<ul style="list-style-type: none"> <li>When viewing the email, click the <b>Tags</b> icon and remove the checkmark next to the tag you want to delete from this email. Then click <b>Apply Changes</b></li> </ul>	

**Additional Resources:**

- **For Technical Questions:** Call the Help Desk at 973-290-5722
- **Or email at:** [helpdesk@weichertrealtors.net](mailto:helpdesk@weichertrealtors.net)
- For additional WeichertPRO training and our a library of video tutorials visit: [www.weichertpro.com](http://www.weichertpro.com) → **Training**