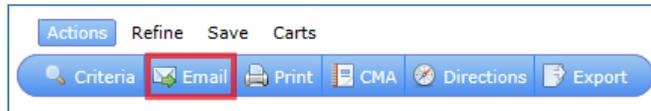


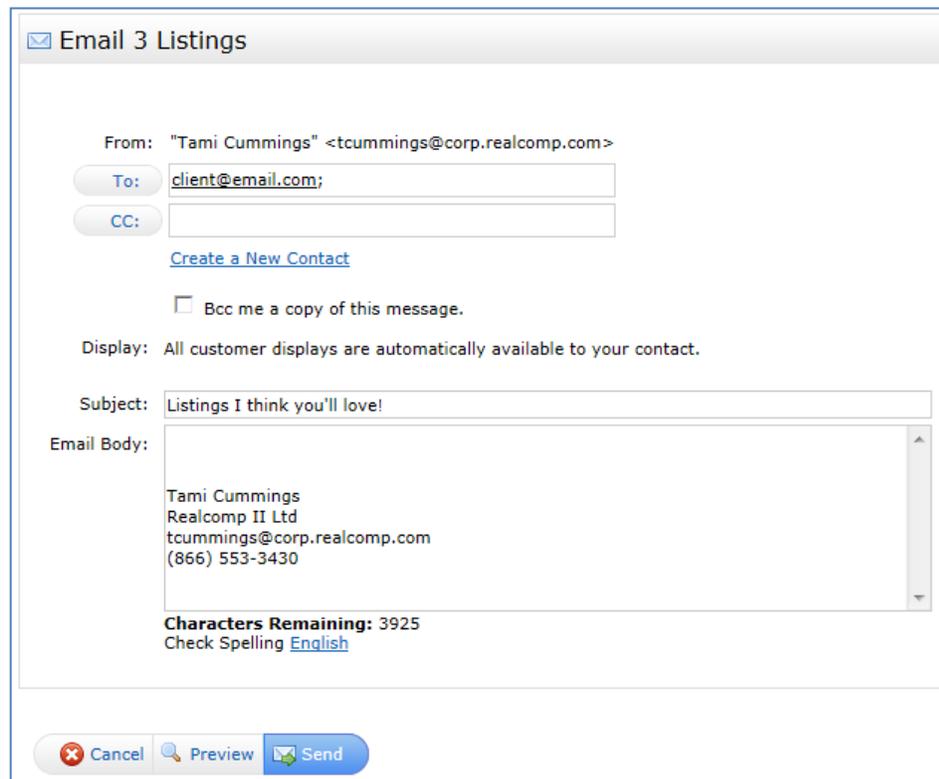
## Emailing listings

RCO3® allows you to easily email listings to your clients. Before you go to the email page, you must select the listings that you would like to email from your Search Results page.

1. Click the check box next to each listing to make your selections. **Note:** The Email button will be “greyed out” until you select at least one listing.



2. Once you have made your selections, click on Email  button to go to the Email page.

A screenshot of an email composition window titled 'Email 3 Listings'. The 'From' field is 'Tami Cummings' <tcummings@corp.realcomp.com>. The 'To' field contains 'client@email.com;'. There is a 'CC:' field below it. A link 'Create a New Contact' is present. A checkbox for 'Bcc me a copy of this message.' is unchecked. The 'Display' field contains the text 'All customer displays are automatically available to your contact.'. The 'Subject' field contains 'Listings I think you'll love!'. The 'Email Body' field contains contact information for Tami Cummings: 'Tami Cummings', 'Realcomp II Ltd', 'tcummings@corp.realcomp.com', and '(866) 553-3430'. Below the body field, it says 'Characters Remaining: 3925' and 'Check Spelling English'. At the bottom, there are 'Cancel', 'Preview', and 'Send' buttons.

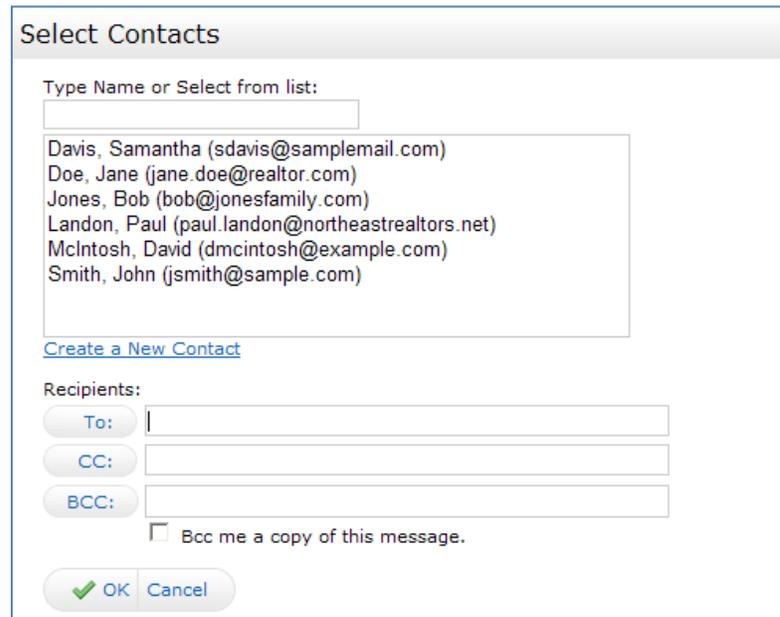
At the top of the email page is the number of listings that you have selected to email from RCO3.

You can choose to preview the listings before you send them. The Preview button is located at the bottom of the screen. Next you will see the “Send” and the “Cancel” buttons which are also located at the bottom of the screen. If you decide you don’t want to send an email at this time you can click on “Cancel” to return to the previous page.

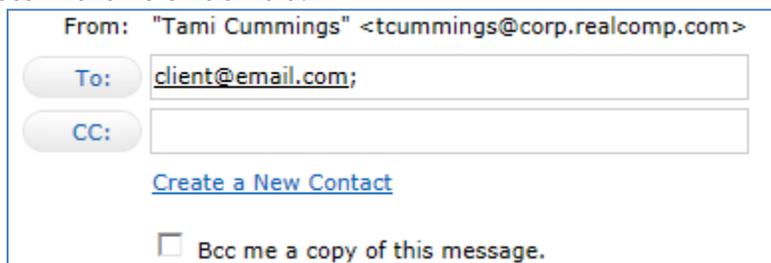
To create a new contact, select the link “[Create a New Contact](#)”. This allows you to add a contact directly into your address book.

To assign an existing contact to your email, simply click on the **To:** or **CC:** buttons. All of the contacts you have saved in Realcomp *Online*® 3 will be visible in this box. You can also start typing the name of the contact to which you wish to send the email. All contacts that start with those letters will appear.

3. To select a contact: Click on the contact's name. To select more than one contact hold down the **CTRL** key while clicking on the additional contact names. **Note:** The contact's name is associated with their email address.



If you are emailing listings to individuals that are not on the contact list, type their email addresses in the To or CC field.



The fields shown above work the same in Realcomp *Online*® 3 as they do in your regular email program. Here is a brief explanation of what each of these fields is for:

**To:** Enter the email address of the person you are sending the message to.

**CC:** (Carbon Copy) – The addresses in the CC: box will receive a copy of the email.

**Note:** Multiple addresses can be entered by separating them with a comma or semi-colon.

4. You have the option to select “BCC me a copy of this message”. This feature will also send you a copy. A more efficient way to see what has been sent to your clients is to use the Email History under the My RCO tab.
5. Type in the Subject: box the topic of the email.



Subject:

6. Your client will have the option to choose from a drop down list which display they wish to view the listings in.
7. Type in your message. Use the “Check Spelling (English)” link to verify your spelling.

Email Body:

Tami Cummings  
Realcomp II Ltd  
tcummings@corp.realcomp.com  
(866) 553-3430

**Characters Remaining:** 3925  
Check Spelling [English](#)

8. See Chapter 2 - Settings in the full RCO3 manual to setup your signature for future emails. If you have not previously saved an email signature, you can enter what you like here.
9. Click the Send button to send the email. After the email is sent you will be taken back to your original search results, highlighted by a confirmation message in the right-hand corner.

Keep in mind that this message indicates that the message was sent, not that it was received. **Note:** If you have emailed to an invalid email address, a notification will be sent to your public email account.