

## Tips & Tricks

### How to Email Multiple Listings

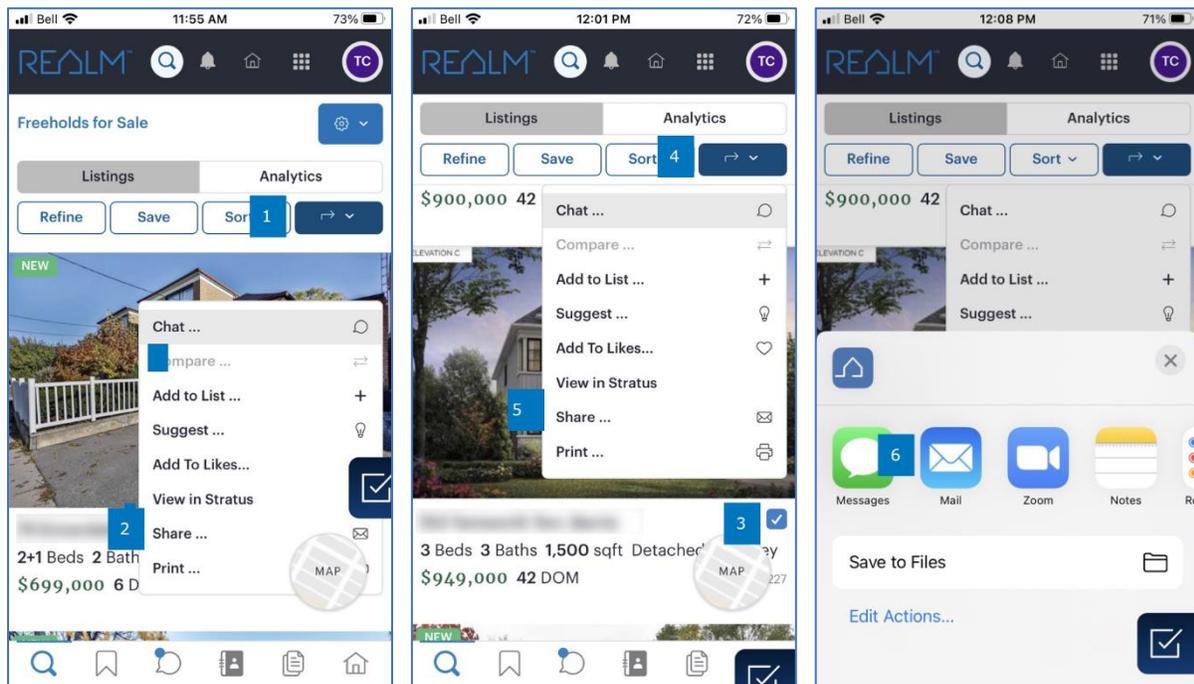
In REALM, you can email or share up to 200 properties with a client at the same time.

To share all properties in a search on your mobile:

1. Select the **share button**  on the right of the listings page.
2. Select **Share** from the drop down.

OR If you would like to select one or multiple properties to email from the search results page:

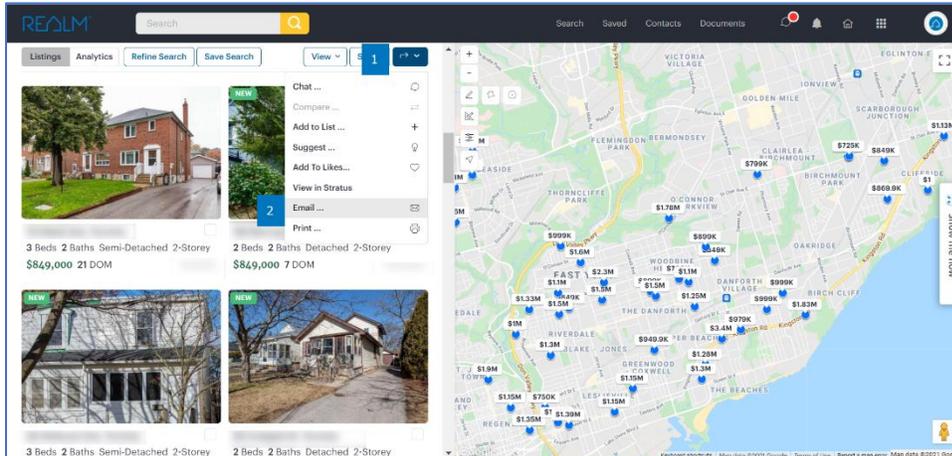
3. Place a **check** in the box on the listing results page for each desired property.
4. Select the **share button**  on the right of the listings page.
5. Select **Share** from the drop down.
6. A window will appear with the apps that you have installed on our mobile, select the email icon.
7. Enter the recipients in the TO field, enter a message and send.



Note: On a mobile, you can share a listing with the Apps that are installed on your mobile such as text, WhatsApp, Email, etc. We recommend the REALM in-app chat as you will be able to see these messages on your mobile and computer.

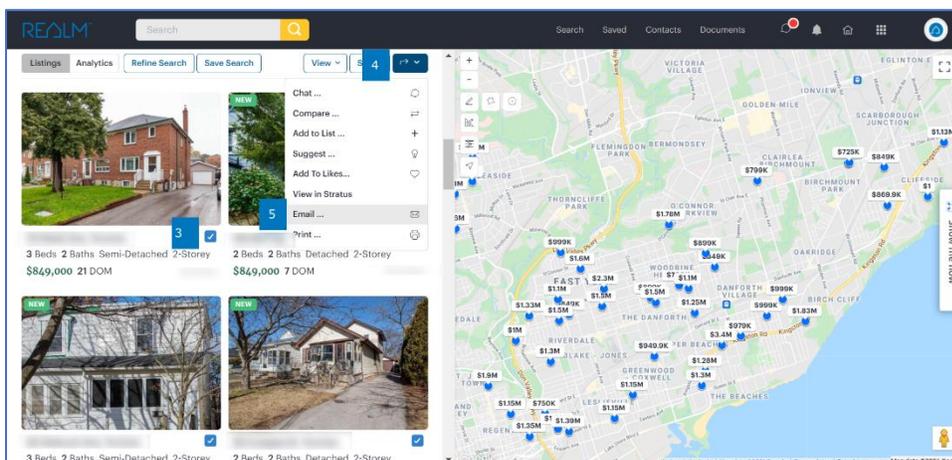
To share all properties in a search using email on your computer:

1. Select the **share button**  on the right of the listings page.
2. Select **Email** from the drop down.

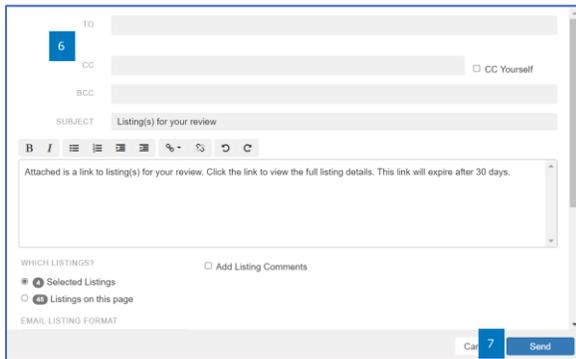


OR If you would like to select one or multiple properties to email from the search results page:

3. Place a **check** in the box on the listing results page for each desired property.
4. Select the **share button**  on the right of the listings page.
5. Select **Email** from the drop down.



- An email window will open, enter the recipient(s) name or email address. If they are in your REALM contacts you will see them in the drop down to select.
- Enter a message and select **Send**.



The screenshot shows an email composition window with the following fields and options:

- TO:** A text input field.
- CC:** A text input field with a checkbox labeled "CC Yourself".
- BCC:** A text input field.
- SUBJECT:** A text input field containing the text "Listing(s) for your review".
- Rich Text Editor:** A toolbar with icons for Bold (B), Italic (I), Text Color, Background Color, Bulleted List, Numbered List, Link, and Unlink. Below the toolbar is a text area containing the message: "Attached is a link to listing(s) for your review. Click the link to view the full listing details. This link will expire after 30 days."
- WHICH LISTINGS?:** A section with two radio button options: "Selected Listings" (which is selected) and "Listings on this page". There is also a checkbox labeled "Add Listing Comments".
- EMAIL LISTING FORMAT:** A section with a "Cancel" button and a "Send" button.

*Note: If you send an email to a client who has not registered for REALM, they will need to register to login to use any of the REALM features. If a client registers, they will be added to your Clients in your Contacts.*

If you have any questions, please contact us at [Help@REALMmlp.ca](mailto:Help@REALMmlp.ca)

