## <u>RE∕JLM</u><sup>™</sup>

## **Tips & Tricks**

## How to Send a Message About a Listing Using In-App Chat

To send a private in-app chat message to your Sales Representative in a Listing:

- 1. Select the **chat icon**  $\square$  in the top right of the listing or beside your sales representative's name.
- 2. Enter a message in the chat window and select **Send**.



3. When your sales representative sends you an in-app message a red circle will appear in the chat icon at the top of the window. Select the **chat icon**  $\square$  to review the message.



4. To send a response, type a message at the bottom of the window and select the **arrow icon**  $^{\circ}$ .

Year Safe Regresentation	Search	Your Sales Representative Active an hour ago	:
Abolutery! I have scheduled an appointment to view this property for tomorrow at 6:00 PM. You will find directions to this property if you select the listing, I'll meet you there. Larrent	Your Sales Representative Absolutely     have schedul 0.20pm	Today I love this property. Can you schedule an appointment to see K? 3 Sofa 2 Safts Deteched Burgalow \$7999.8K ±17 M	1
		Absolutely I have scheduled an apportment to view this property for tomorrow at 5:00 PM, You will find directions to this property if you select the listing. If meet you there, there, are not set of the scheduled and apport the scheduled and apport the scheduled and apport to the scheduled apport to the scheduled and apport to the scheduled apport	a montantica

