

## WyldFyre™ E-mail Property Detail Reports Help

### E-mail

The Property Detail Reports can be E-mailed as a browser link or as an attachment.

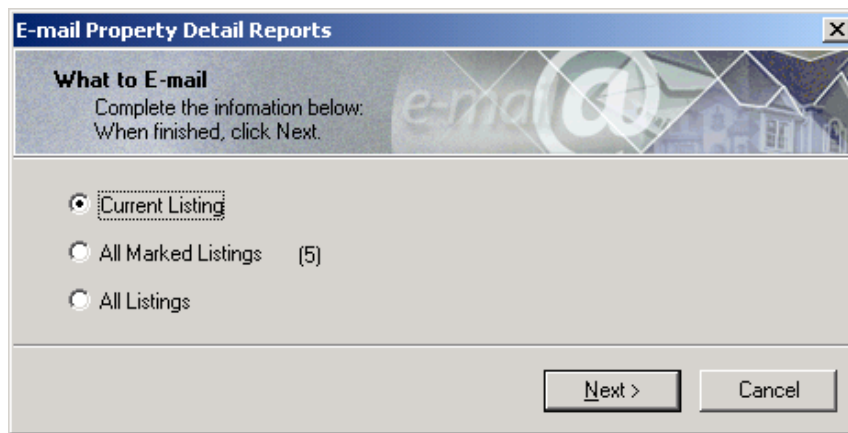
E-mailing as an attachment requires that you have a MAPI compliant personal E-mail program, such as Microsoft Outlook, on the computer.

E-mailing as a browser link uses the WyldFyre E-mail server and only requires that you have a connection to the Internet. The recipient of the E-mail will view the reports by clicking the browser link that is included in the body of the E-mail.

### E-mail a Property Detail Report

You can E-mail the Property Detail Reports as a browser link or as a HTML attachment.

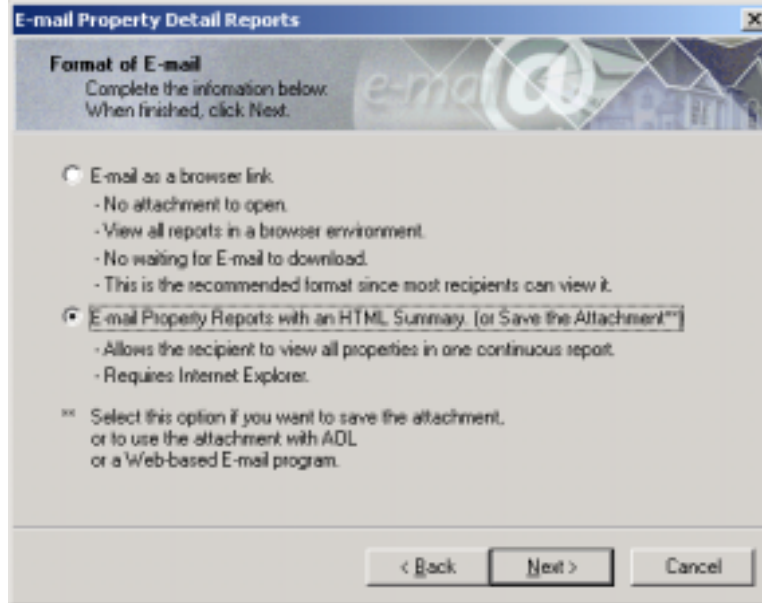
1. Display the Property Detail Report to be E-mailed.
  - You can select to E-mail any of the standard reports or any of your custom reports and flyers.
2. Click the E-mail button on the toolbar. The E-mail Wizard automatically starts.
3. What to E-mail:
  - "Current Listing" will only include the single highlighted listing.
  - "All Marked Listings (#)" will include only those listings with an X in the M (marked) column. If none is marked with an X this option will not be available.
  - "All Listings" includes all listings displayed on the Property Listings Table.



4. Format of E-mail:

- "E-mail as a browser link" will send your request to the WyldFyre E-mail server. The E-mail server will prepare the E-mail, create the link, and then send the E-mail to the recipient you specified.
- "E-mail with an HTML attachment" will send the Property Detail Reports with a HTML summary as an attachment. This requires that you have a MAPI compliant personal E-mail program, such as Microsoft Outlook, on the computer.

***This is the option to select if you want to "Save the attachment".***



5. Who to E-mail: The majority of these fields are pre-populated with the User Setup Information that you enter via the wizard or from the Options>Preferences menu selection.

- "Address Book" will display all of your clients and their E-mail addresses from the Listings Address Book. Or, you can enter an E-mail address.
- "Your E-mail Address:" is the E-mail address you entered in User Setup. Or, you can enter an E-mail address.
- "Your Name:" is the Agent Name associated with the E-mail address.
- The "Subject" and "Message" entered will be used in the Subject field and Message box of the sent E-mail.
- "Signature" is the Auto-Signature you entered in User Setup. Or, you can enter a different signature.
- The "Checkbox" defaults to sending you a copy of the E-mail. Click the checkbox to remove it and no copies will be sent to you.

**E-mail Property Detail Reports**

**Who to E-mail**  
Complete the information below:  
When finished, click Next.

Address Book    Separate Multiple Addresses using commas

To: judi@wyldfyre.com

Cc:

Your E-mail Address: jackie@wyldfyre.com

Your Name: Jackie Bolante

Website Address: http://www.pawsplace.com

Subject:

Message:

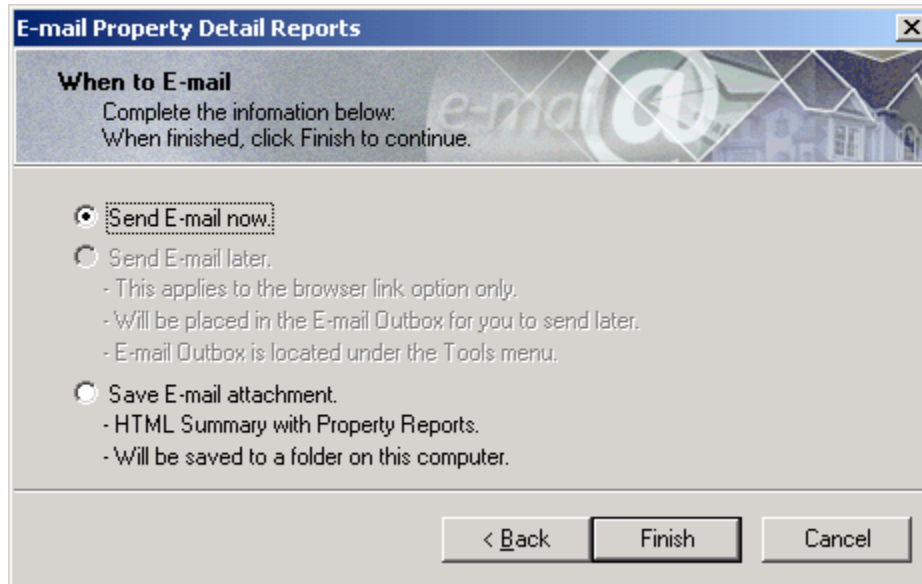
Signature: Jackie Bolante  
Broker Associate  
WyldFyre Broker Services

Also, send me a copy of this E-mail.

< Back    Next >    Cancel

6. When to E-mail:

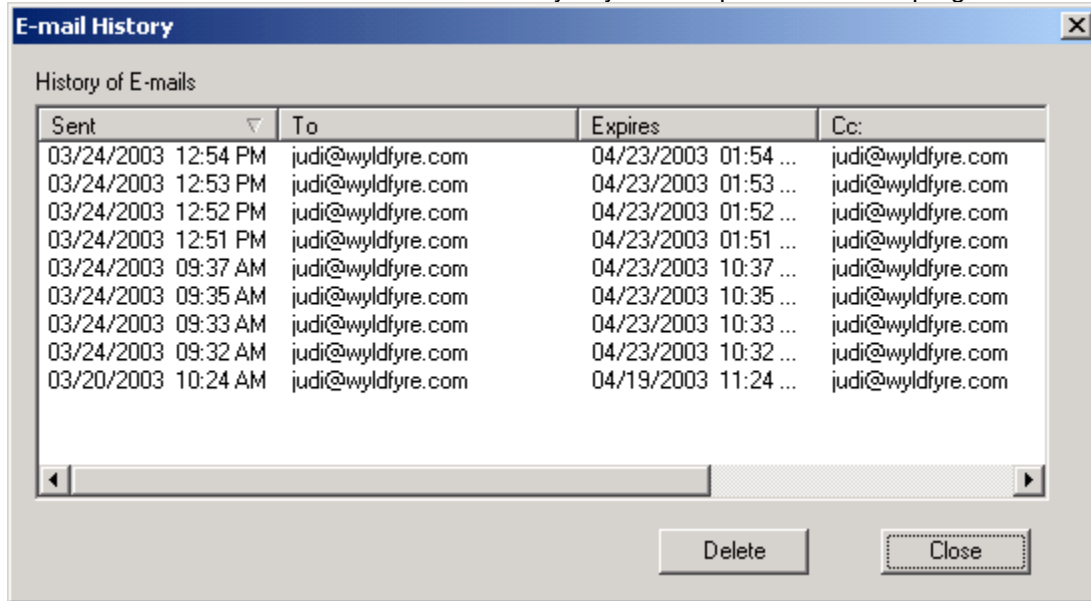
- "Send E-mail Now." will send your E-mail as a browser link now. Or, this will start your personal E-mail program if you selected to send E-mail as an attachment.
- "Send E-mail Later" will place your E-mail in the Listings E-mail Outbox if you selected to send your E-mail as a browser link. This option is not available if you are sending your E-mail as an attachment since you select this option in your personal E-mail program.
- "Save E-mail attachment" allows you to save the attachment. The attachment will be placed in the default Listings\User\Mail directory with a file extension of MHT. Or, you can rename and save this file to another location.



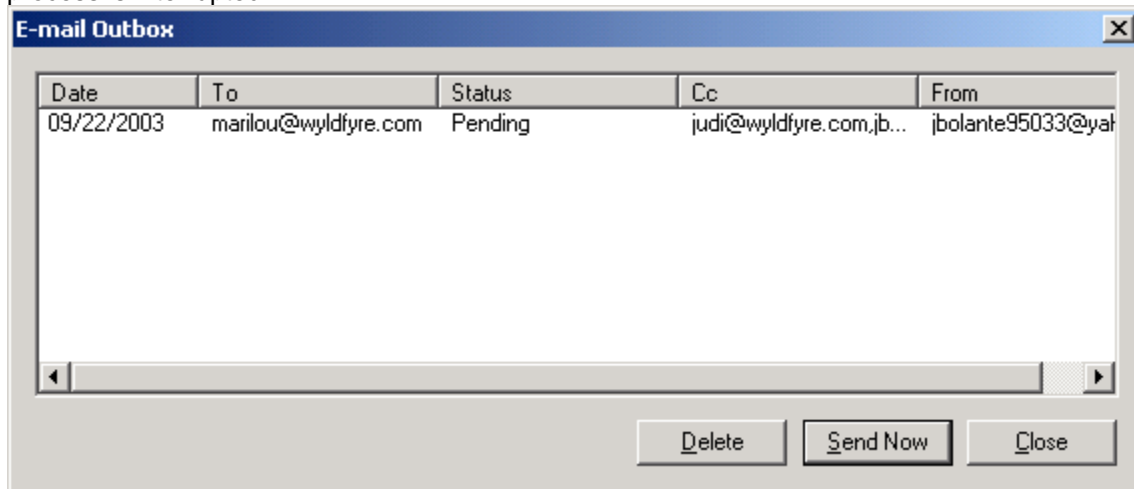
## E-mail Outbox and E-mail History

The E-mail Outbox and E-mail History are accessed through Tools on the menu bar.

**E-mail History** - Displays the history of all E-mails sent as browser links. E-mails sent with attachments will be available in the Sent history of your own personal E-mail program.



**E-mail Outbox** - "Send Later" E-mails are placed in the E-mail Outbox or if the previous sending process is interrupted.



Each time you start Listings you will be notified if there are E-mails in the Outbox. Selecting Yes, takes you to the Outbox.

