

Placing an eMail Hot Link in Your Listing Info

This tip applies to Agent Full, Agent Full No Photo, Agent Full Single, Agent 1 Page and Agent 1 Page No Photo.

Agents can have their email address appear in the Contact Information portion of their listings by adding their email address in their Agent Contact Information. This will cause the agent's email address to display in the listing views described above.

What is the advantage of doing this?

It allows the agents who are viewing your listing to click on your email address and send you an email directly without having to do any additional steps.

Here is what you need to do:

1. **Modify Your Agent Contact Information**

- a. Click on the Add/Edit tab
- b. In the **Roster portion** of the display under Quick Modify, type in your login username, e.g. lcjoe
- c. Click Edit
- d. The Modify Agent screen will appear
- e. Click on Change Contact Information
- f. In the Preferred Contact Order section, select Agent Email in one of the six contact options
 - i. To select, click the drop down arrow and choose Agent Email
- g. Be sure to enter your email address in the Email field (also in the Change Contact Information screen that you are viewing)
- h. Click Submit Agent

All of the selections in the Preferred Contact Order will appear when you input a listing in the Contact Information section under the Office/MLS tab. You can choose to remove any of them during input or edit. For example, if for some reason you do not want your eMail address to appear on a specific listing, you can click the drop down arrow in the box that indicates Agent Email and choose the blank entry.

This same tip applies to other contact information such as toll free numbers, text messages, voice mails, agent phone numbers, etc. The difference of course being that these numbers will not be hot links.