

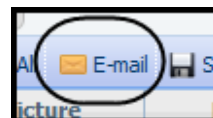
E-mailing Listings

Paragon has the ability to e-mail listings via a link or by a single attachment. You can send one listing at a time or send multiple listings with a link, providing several different report options for your customer to view.

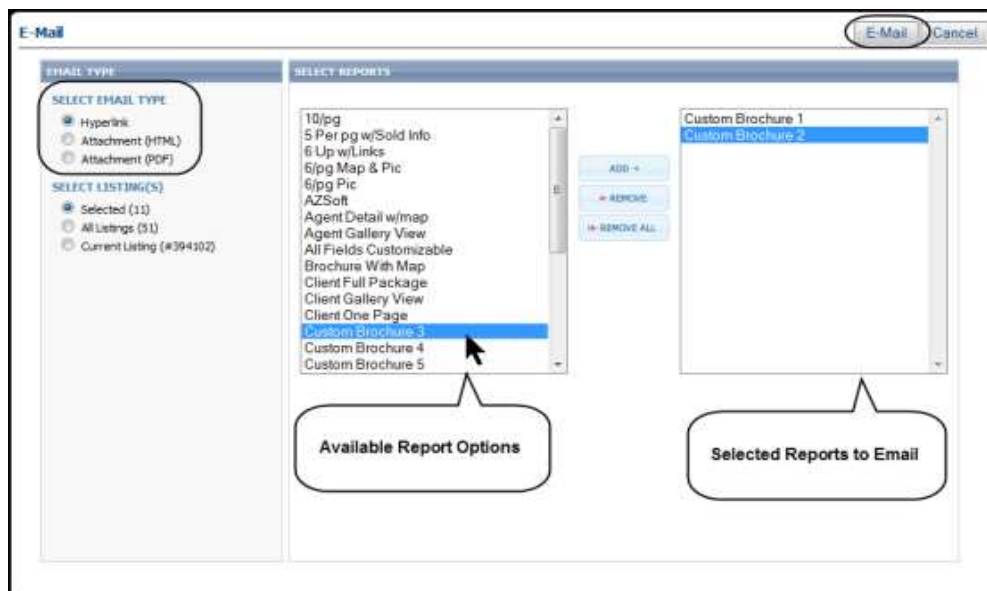
Note: This Quick Start Guide assumes that you have run a search and selected the properties to be e-mailed. Paragon will remember the listings selected and will present those listings to email by default.

E-mail

- Once you have selected a listing(s), click **E-mail**; the E-mail Selection modal opens.



Note: A spreadsheet is not available to email as a link. It is an attachment. Also, when you email from a report, that report will be selected by default. You can change it at this time if need be.

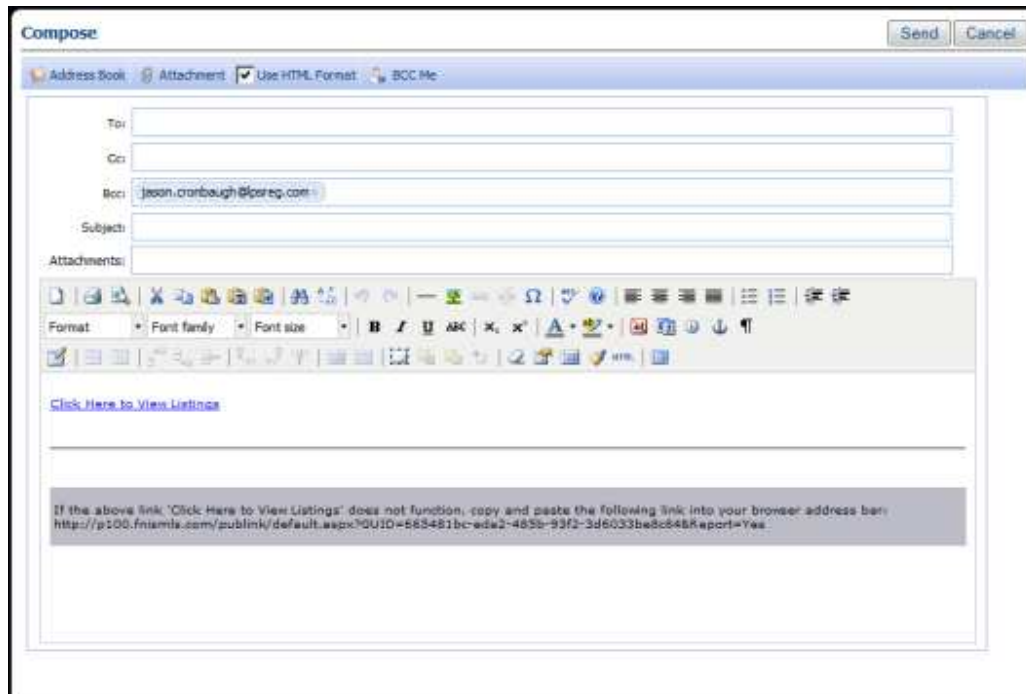


- Select E-mail Type:
 - Hyperlink** places a link in the body of your e-mail which the client clicks to view the listings. Hyperlink allows multiple listings to be sent in up to 5 report formats.
 - Attachment (HTML)** sends a single listing in up to 5 report formats. Each report is sent as an HTML attachment to the e-mail.
 - Attachment (PDF)** sends a single listing in up to 5 report formats. Each report is sent as a PDF attachment to the e-mail.


Note: A hyperlink to listings is the recommended type of email to send to a customer, whether you are sending 1 or 21 listings. Practice sending yourself an email with each type so you understand what your customer will see when they receive an email of listings from you.

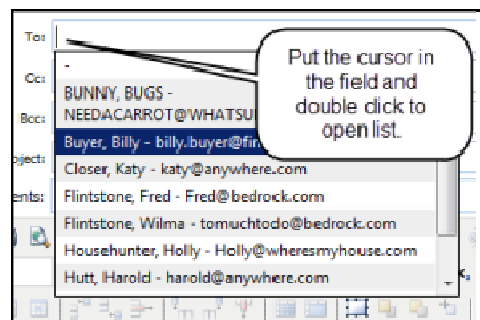
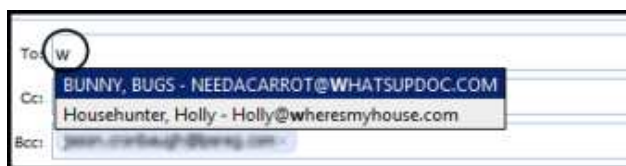
- In the list of available report options, you can highlight a report then click **Add** or double-click the Report to e-mail. Do the same process to remove a report from the selected side. Double click a report or highlight it and click **Remove**.
- Click Email in the upper right hand corner to start a compose email box.

Compose E-mail



- Enter e-mail recipients using one of four methods;

1. Click  **Address Book** to select contacts from the Contact Manager.
2. In the To, CC, or BCC fields, double-click to display the list of contacts in the address book. Click the name to enter in the field.

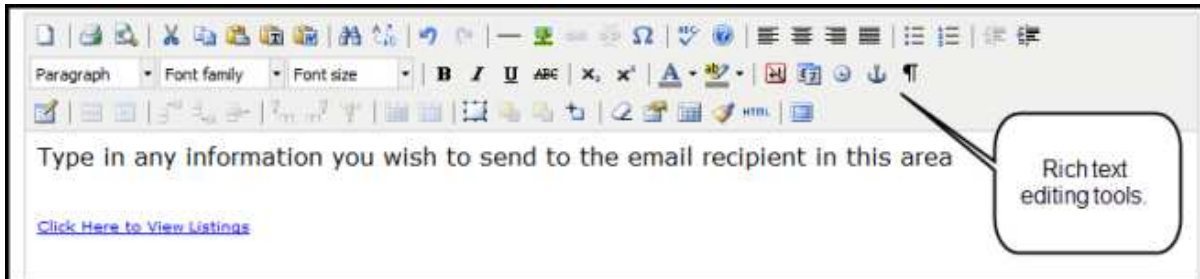


3. Start typing a first name, last name, or email address; Paragon displays all possible matches from the Contact Manager. Select the desired contact(s) and click **Enter**.
4. Type any e-mail address by using the standard e-mail format (xxxx@xxxxx.xxx) and click **Enter**.

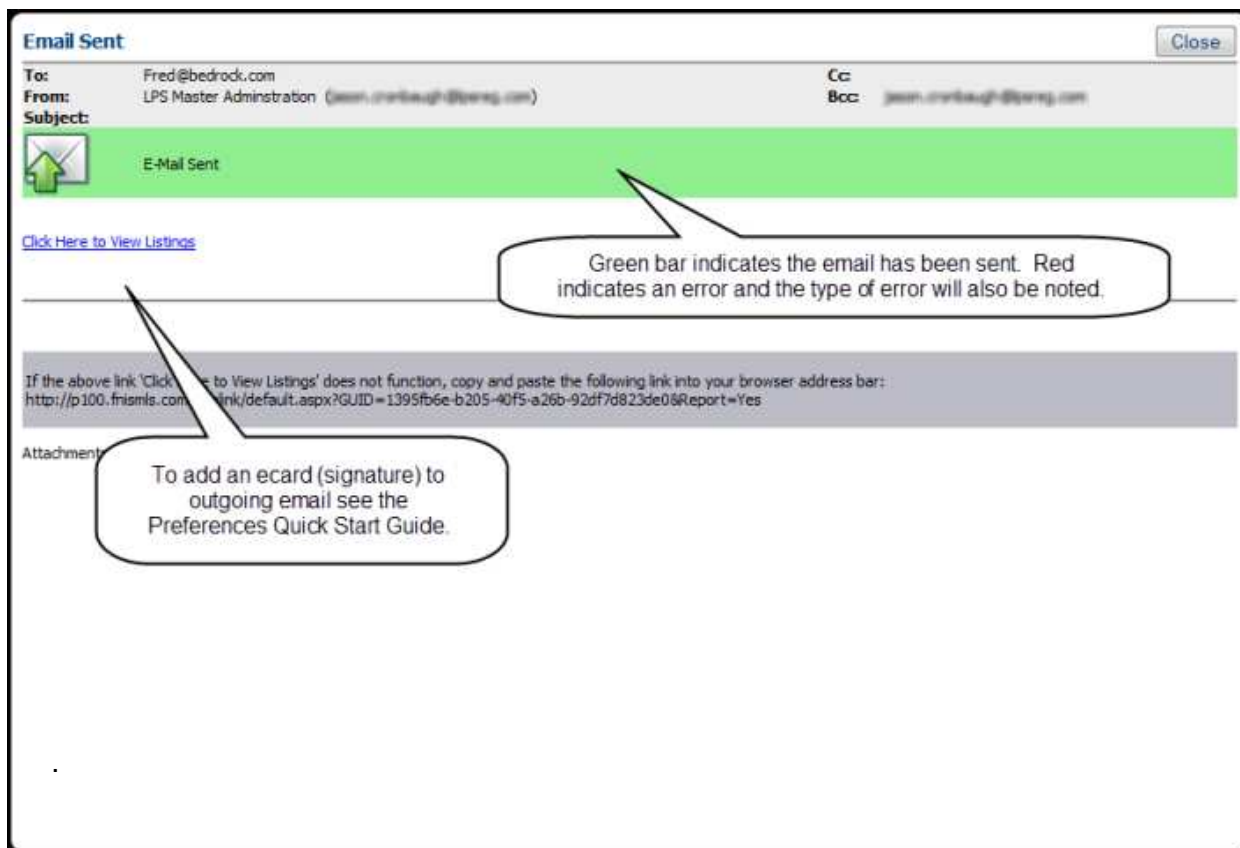
Note: You must have your contacts email addresses in your Contact Manager for the above tools to function.

- In the Subject field, enter a description to let the recipient know what the e-mail contains.

- Enter information to include in the body of the e-mail using the rich text editor.



- When finished, click **Send**.
- The Email Sent Window appears indicating that the e-mail was sent successfully. Any errors will be noted. To view the listings, click the hyperlink in the body of the e-mail. It is now activated. A new browser window is opened. When finished, click **Close**.



Important Note: As a business person emailing listings to the public, you should familiarize yourself of the CAN-SPAM ACT of Congress 2003.

Important Note #2: Your customers may need to check their spam filter to allow emails from Pargon to go into their regular email inbox.