

Company Wide Email

REAL ESTATE COMMUNICATIONS MEMBERSHIP CONTACT MANAGEMENT RESOURCES

MESSAGING LINKS

CREATE MESSAGE MANAGE

USER

Create a Message - Google Chrome

https://cbdai0-wc.globalwolfweb.com/sendmessage.asp?L=Y&EX=Y&WT=Y

CREATE A MESSAGE

Send To: Broker / Staff Business Contacts Client Contacts

Selection List [Help]

type to narrow search

- ! Burien
- ! Coldwell Banker Commercial Danforth
- ! Federal Way
- ! Northgate
- * ALL LEAD AGENTS
- * ALL AGENTS
- * ALL STAFF

Recipient List

Character Count: 0

Subject

External Broker Info

Importance Normal

Use HTML


From: tomrolph@gmail.com Send Lat (date) (Time) 1 00 PM

Send Spell Check Reset

Copy Email BCC Attachments (1MB max)

In the Navigation menu,

- Click **Communications**.
- In the Messaging submenu, click **Create Message**
- CREATE A MESSAGE** window will pop up.

- Select **Agent/Staff** using the radio button.
- Select specific group(s) to receive the message using the **Selection List**.
(Press and hold the **Ctrl** key on your keyboard while selecting multiple)
- Click the **Add** button  to add them to the **Recipient List**.
- Enter a subject for the message by typing in the **Subject** text field.
(If the Subject is left blank, the first 50 characters of the message body will be the Subject Line)
- Select the importance of the message by using the **Importance** drop-down menu.
- Leave **Use HTML** checkbox unchecked.
- Type your message.
- Spell Check

Click the **Send** button. The window will remain open to send multiple messages.