

e-Properties Instructions

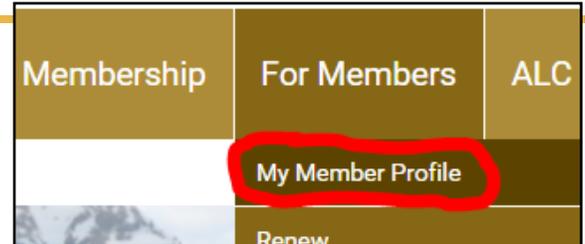


e-Properties is a benefit available to all Institute members to share listings with fellow participating members via your email address.

How to send a listing:

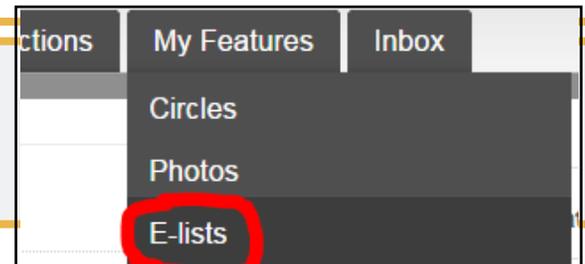
1. Sign In

Go to www.rliland.com and sign in to the member's only area, using your last name for your username and Institute number for your password. Once signed in, go to My Member Profile (pictured right).

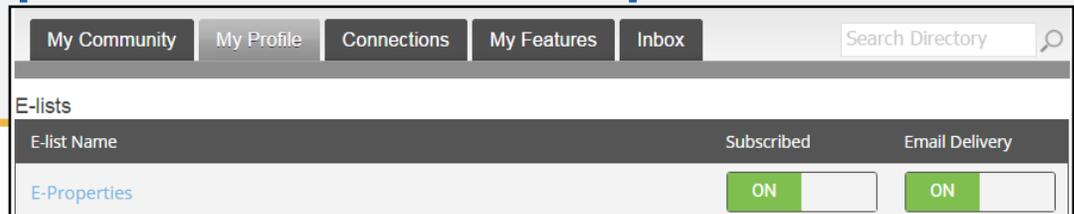


2. Go to "E-Lists"

In your profile, the E-List section is under the tab "My Features."



3. Verify Subscription is 'ON' and Click E-Properties



3. Create a Message

Begin sharing your listings with other Institute members who are participating in the free benefit.

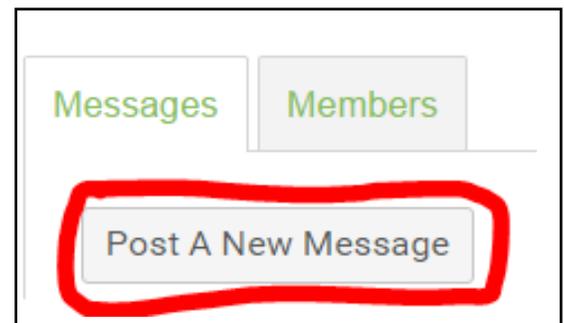
a. Click on the e-Properties link to enter the menu shown below.

b. Post a new message to generate an email to all members. You have the option of attaching a file and may also send listings in PDF format.

c. Responses to the emails sent through e-Properties will be sent directly to the sender of the email.

d. Old messages can be viewed in the "Messages" area of e-Properties.

e. If you wish to not receive e-Properties emails, you will need to manually unsubscribe via the email footer.



e-Properties Etiquette



Etiquette:

DO:

- a.** Include a signature tag on all messages. Include your name, affiliation, location, and e-mail address.

- b.** State the specific topic concisely and clearly in the subject line. This allows members to respond more appropriately to your posting and makes it easier for members to search the archives by subject.

- c.** Include only the relevant portions of the original message in your reply, delete header information, and put your response before the original posting.

- d.** Warn other list subscribers of lengthy messages either in the subject line or at the beginning of the message body with a line that says “Long Message.”

DO NOT:

- a.** Send a message to the entire list unless it contains information from which everyone can benefit.

- b.** Send messages such as “thanks for the information” or “me, too” to the entire list.

- c.** Send administrative messages, such as “remove me from the list,” through the listserver. Instead, contact **rliland@realtors.org** directly to change your settings or to remove yourself from a list. If you are changing e-mail addresses, you need to advise the Institute to remove you from the list and rejoin under your new e-mail address.

If you have questions contact the Institute at 800-441-5263 or rli@realtors.org.