Using PC Access to Send a Listing via E-Mail

NOTE: This option is only available on PC Access ver. 4.3 – if you do NOT have ver. 4.3, you may purchase an upgrade for $75.00

Before you can e-mail a listing, you must make sure the Internet connection setup within PC Access for Windows is correct. Follow these steps:

Setting Up the Internet Connection

2. In the Internet Setup window, you'll see two options:
   - Use LAN to Access the Internet – this should be checked if your connection to the internet is a ISDN, T1, DSL or some other sort of direction connection.
   - Use Dial-Up Networking to Access the Internet – this should be checked if you use a dial-up connection to a local Internet Service Provider (ISP). Make sure the Dial-Up Networking field filled out with the name of your dial-up networking connection (such as My Connection). Enter the password you use to access the Internet in the Dial Up Password field.
3. Click OK.
4. Click Close.

Setting Up E-Mail

1. Click on E-Mail on the Main Menu. On the E-Mail Message window, click Setup. On the E-Mail Setup window, enter your name, e-mail address and your ISP’s outgoing mail server name. NOTE: If you don't know the name of your outgoing mail server, contact your ISP for this information.
2. You have the option to put a mail signature on your e-mail (a mail signature is a way to put your name, company, phone number, etc. at the bottom of all e-mails without typing it in yourself each time you send e-mail through PC Access). To do this, type the information you want to appear at the bottom of all outgoing e-mails) and click OK. Click Cancel to return to the Main Menu. (continued on back)
Sending a Listing
Before you send a listing to a client, you may wish to test the E-Mail system first by sending a sample listing to yourself or a colleague

1. Perform a Search or MLS Number Lookup.
2. From the Matches menu, select Browse. To e-mail a specific listing, place your mouse cursor (the arrow) over the listing line you want to e-mail. Left click to highlight this listing. Right click (i.e. press the right mouse button) on it to display a pop-up menu, and select Internet E-Mail Listing and Full Photo.

3. In the window that appears, enter your recipient’s e-mail address in the E-Mail To: field. In the Message section of the window, type a personal message to your recipient. Click OK. If you are currently connected to the Internet, the mail will send right away. If you have a dial-up connection, the PC Access e-mail program will wait until you disconnect from Maestro before it activates your Windows dial-up networking, logs in to your Internet account and then sends the e-mail. PC Access will then disconnect from your ISP.

Find answers to frequently asked questions about Maestro™ and PC Access on our website:
Go to http:// www.scwmls.com

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