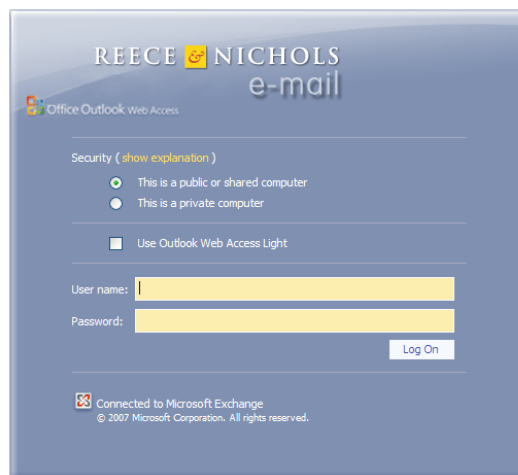


# Reece & Nichols Webmail Options

The Webmail version of Outlook provides users with a number of different options. This guide will serve as a walkthrough of the most useful options for Realtors and how to implement.

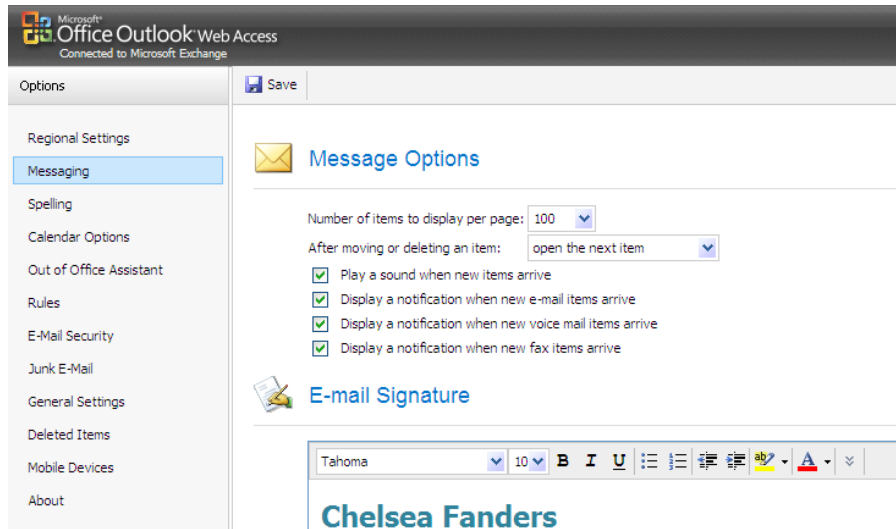
1. Log into Reece & Nichols Webmail by visiting [www.Email.ReeceAndNichols.com](http://www.Email.ReeceAndNichols.com).



2. Once logged in, click on **Options** in the far right hand corner.



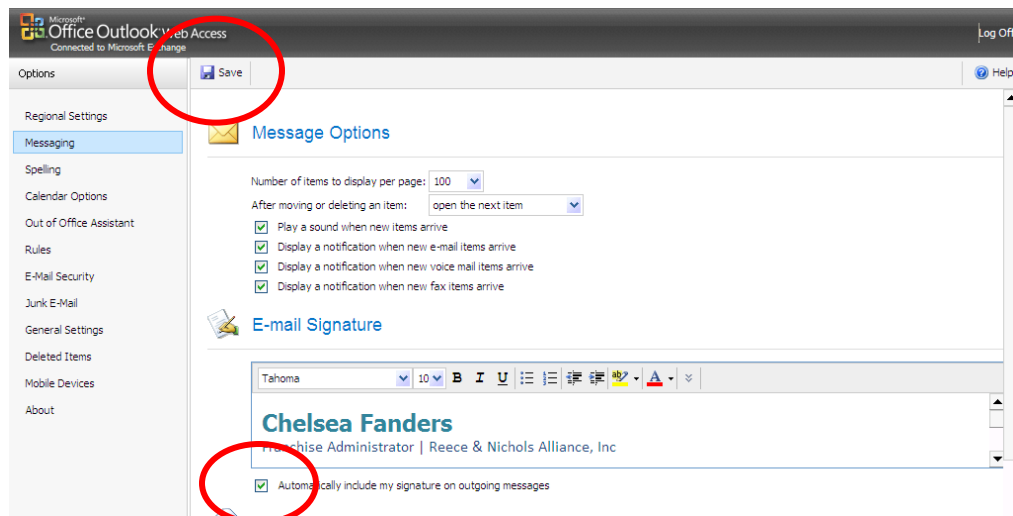
3. Along the left hand side of the screen you'll see the list of options. Let's start with Messaging.



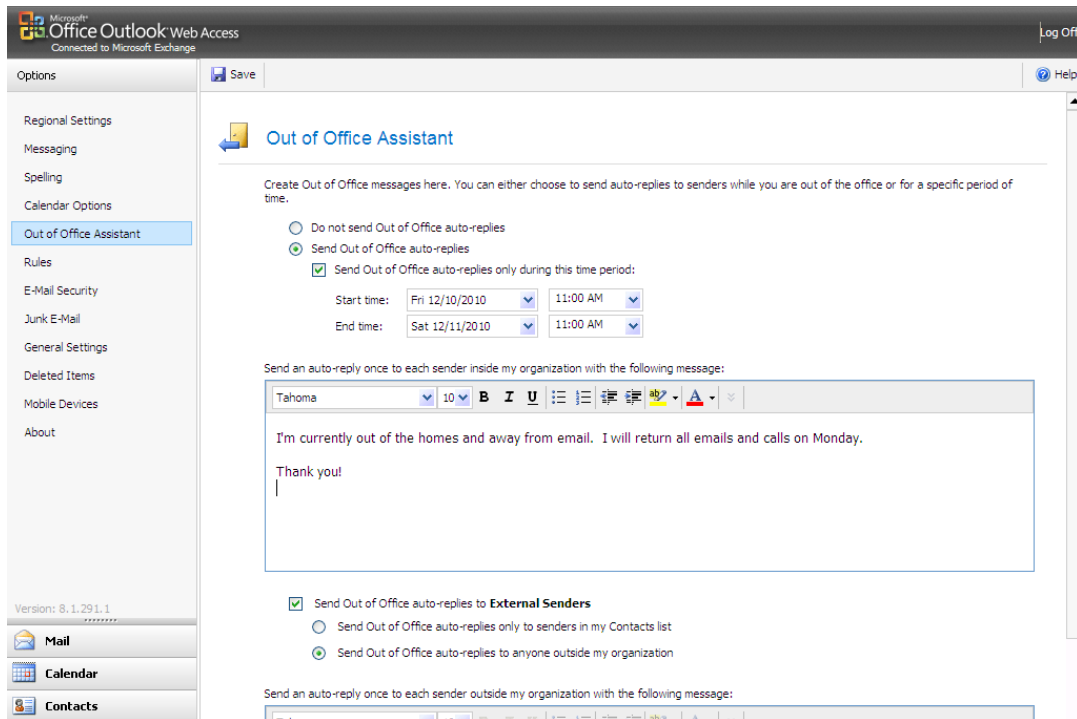
4. In the Messaging section you can...

- Adjust your message options
- Set up your E-mail Signature
- Change message format
- Adjust tracking options

5. Before we move onto the next section type in a custom email signature! Set this up once and by **checking the box circled below** every message you send will automatically have your nice signature included! Always click **SAVE** before moving onto another section.

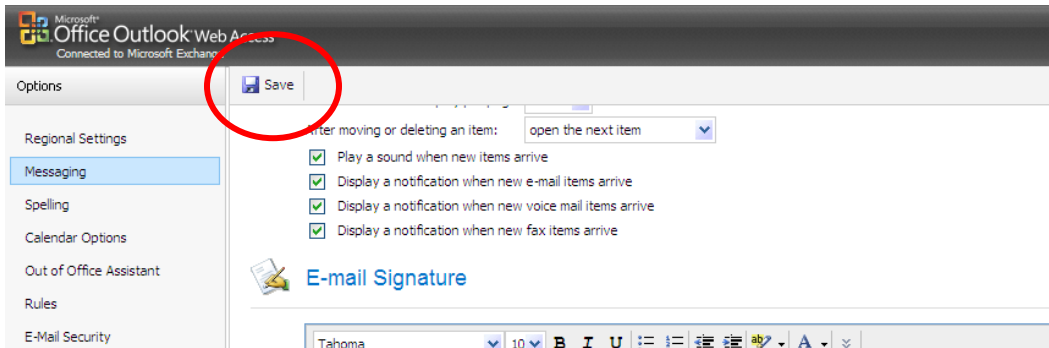


- Next, let's look at the Out of Office Assistant. With the Out of Office Assistant you can set a start time and end time for your Out of Office. No more remembering to turn it off on Monday morning! In addition, when you log into Webmail while the Out of Office is on, it will prompt you to either leave as is or turn off.



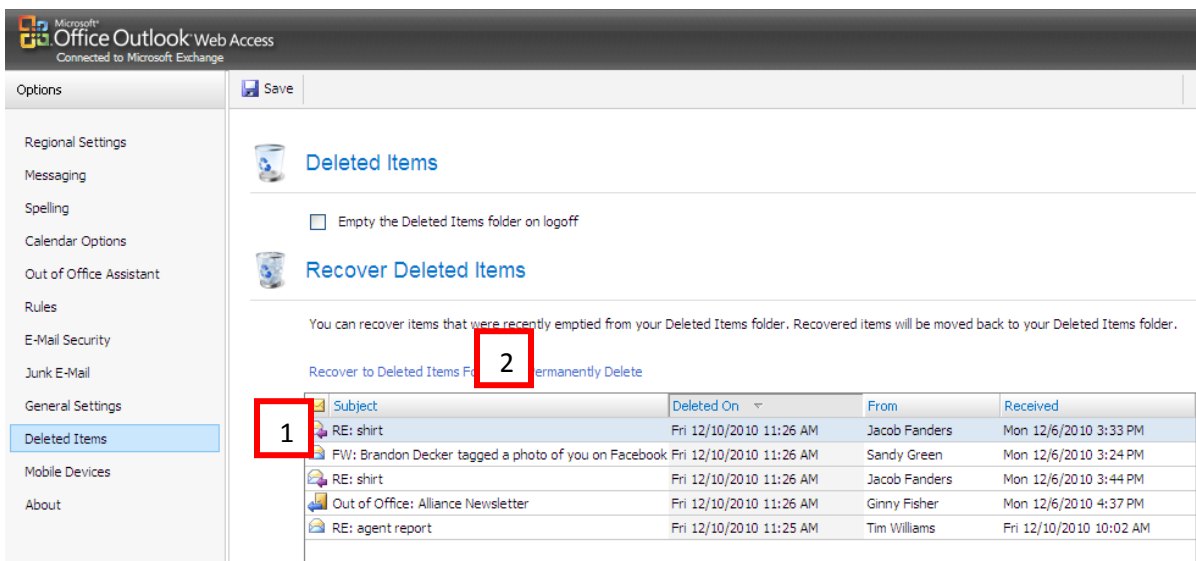
- When typing the Out of Office message it's important include how long you will be unavailable, the expected response time to their message, contact information for the person covering for you, and your contact information.
- If you are someone who is often away from email, you could even set up your Out of Office to always go out! You could adjust the message to something like, "Thank you for your email! I'm currently with clients and away from my computer, but I will respond to you within 3 hours. If you need immediate assistance, please contact my office at (913) 696-6295."

9. Remember to click **SAVE** before moving onto another section.



10. The last area to review is the Deleted Items options. **Email messages are only kept in your email for 1 year.** If you need to keep a message longer than 1 year, it's important to forward to a non Reece & Nichols email or save the document away from email. After 1 year the message is automatically removed from your email box and the Reece & Nichols server. You do have one safety net! In the Deleted Items options, you can Recover Deleted Items. These would be emails you deleted or were automatically deleted within the past 2 weeks.

- To recover an email you see on the list, click on the **(1) message**, and click **(2) 'Recover to Deleted Items Folder'**. The message will pop back into your Deleted folder in your email.



Way to go! You've taken the time to learn valuable information to make your day and business more efficient!