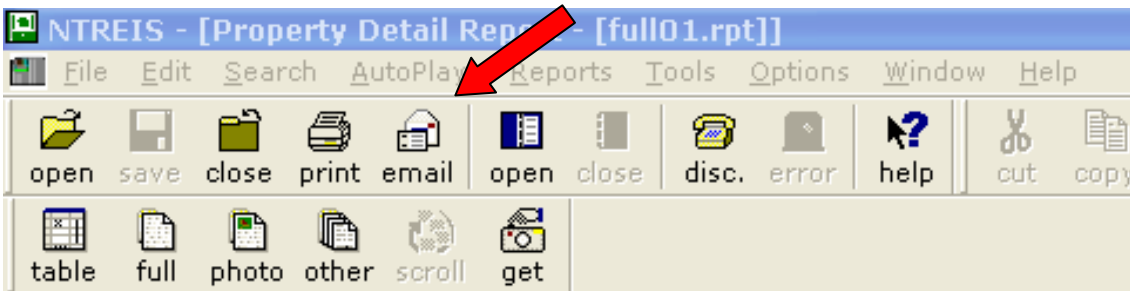


## NTREIS LMPro: Sending E-mail Using an Attachment

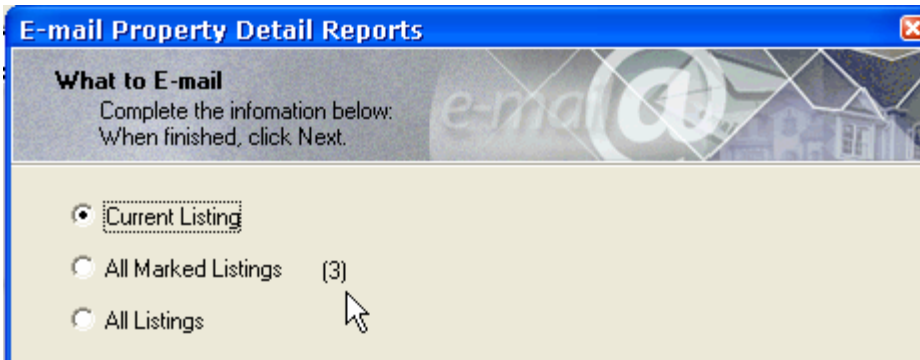
To e-mail using attachments and your e-mail program or web based e-mail, rather than NTREIS LMProto send e-mails please follow the steps below.

Note: The following also can be used as an alternative if you are experiencing problems when e-mailing directly through the program.

Once you have selected the listings/reports you would like to E-mail, choose E-mail from the menu:



Next choose your sending options:



**Next choose E-mail Property Reports with an HTML Summary (Save as Attachment)**

**E-mail Property Detail Reports**

**Format of E-mail**  
Complete the information below:  
When finished, click Next.

E-mail as a browser link

- No attachment to open.
- View all reports in a browser environment.
- No waiting for E-mail to download.
- This is the recommended format since most recipients can view it.

E-mail Property Reports with an HTML Summary. (or Save the Attachment<sup>\*\*\*</sup>)

- Allows the recipient to view all properties in one continuous report.
- Requires Internet Explorer.

<sup>\*\*\*</sup> Select this option if you want to save the attachment,  
or to use the attachment with AOL  
or a Web-based E-mail program.

< Back    Next >    Cancel

**Click Next**

**Who to E-mail :** Only fill this screen out if you are going to use the Wyldfyre Listings Program to send the e-mail. In this case, we are not using the program, so simply click **Next** below to continue.

**E-mail Property Detail Reports**

**Who to E-mail**  
Complete the information below:  
When finished, click Next.

Address Book    Separate Multiple Addresses using semi-colons

To:

Cc:

Your E-mail Address:

Your Name:

Website Address:

Subject:

Message:

Signature:

Also, send me a copy of this E-mail.

< Back    Next >    Cancel

Choose the **Save E-mail Attachment** option and Click **Next**

**E-mail Property Detail Reports**

**When to E-mail**  
Complete the information below:  
When finished, click Finish to continue.

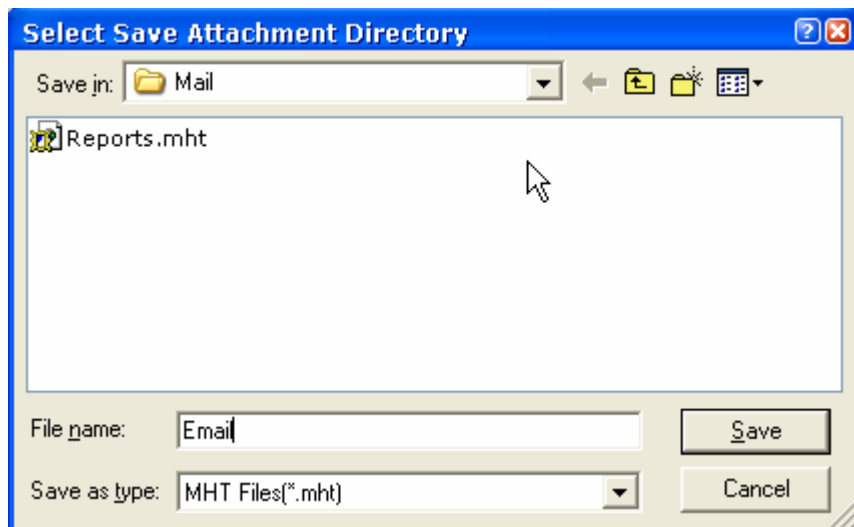
Send E-mail now.

Send E-mail later.  
- This applies to the browser link option only.  
- Will be placed in the E-mail Outbox for you to send later.  
- E-mail Outbox is located under the Tools menu.

**Save E-mail attachment.**  
- HTML Summary with Property Reports.  
- Will be saved to a folder on this computer.

< Back   Finish   Cancel

A **Save in** dialog box will appear next, choose your file name, and click **Save**.



A popup will appear next which will tell you the exact **location** where your **file** was saved.



**\*\*Please note the location of the file, as you will need this information in order to locate and attach the file to your e-mail.**

Next, open your E-mail program or web based E-mail, and use the **attach file** function, and locate the file you saved to your computer.