



ADDING YOUR SIGNATURE TO E-MAILS SENT FROM NTREIS LISTINGS

Customize your e-mails by adding your signature/contact information by following these simple steps:

- Go to MY PAGE
- Click on Preferences
- Choose Email Preferences
- Add your Signature/Contact information and choose Yes to "Use Signature for Email"
- Your Signature will display on all emails you send from NTREIS Listings



Remember, you can use NTREIS Listings Quick Help anytime by clicking on the black question mark (?) in the upper right hand corner of each screen within the system.