



Important E-mail Setting Instructions

Realcomp uses various e-mail addresses to communicate with our subscribers and through Realcomp *Online*[®] for our subscribers to contact their clients and prospects. In order for our e-mails to reach you properly and for your listing e-mails and prospect e-mails to be delivered successfully, please take a moment to make sure that your e-mail address is up to date and entered correctly in “My Preferences” under the “Agent” menu in Realcomp *Online*[®].

Beyond that, here are other quick and preventative steps that you can take within your own e-mail application to help make sure you’re receiving all the e-mails that you want to receive.

AOL Mail

Make sure that all of the e-mail addresses you receive from Realcomp are included in your Address Book. When you receive an e-mail from Realcomp, open the e-mail and click on the “Add Address” button. Otherwise, messages from our e-mail addresses may be automatically sent to your Spam Folder.

Important Note:

It is a good idea to check your Spam Folder frequently to ensure that important mail is not being filtered as junk. If you find that a message from Realcomp was delivered to your Spam Folder and filtered as junk, please do the following:

1. Check the box next to the message and then click the “Not Spam” button at the bottom.
2. Open the e-mail and add our e-mail address to your Address Book by clicking on the “Add Address” button.

YAHOO! Mail

Make sure that all of the e-mail addresses you receive from Realcomp are included in your Address Book. When you receive an e-mail from Realcomp, open the e-mail and click on the “Add To Address Book” link that appears in the e-mail header. Otherwise, messages from our e-mail addresses may be automatically sent to your Bulk junk folder.

Important Note:

It is a good idea to check your Bulk junk folder frequently to ensure that important mail is not being filtered as junk. If you find that a message from Realcomp was delivered to your Bulk folder and filtered as junk, please do the following:

1. Check the box next to the message and the click “Not Spam” on the toolbar.
2. Open the e-mail and add our e-mail address to your Address Book by clicking on the “Add to Address Book” link that appears on the e-mail header.



MSN HOTMAIL

Make sure that all of the e-mail addresses you receive from Realcomp are included in your Contacts list. When you receive an e-mail from Realcomp, open the e-mail and click on the Save Address link that appears in the e-mail header. Otherwise, messages from us may be automatically sent to your "Junk E-mail" folder.

Important Note:

It is a good idea to check your Junk E-mail folder frequently, to ensure that important mail is not being filtered as junk. If you find that a message from Realcomp was delivered to you and filtered as junk, please do the following:

1. Check the box next to the message and then click "Not Junk" on the toolbar.
2. Open the e-mail and then click on "Save Address" to add our e-mail address to your Contacts list.