



Email

Realty Executives Email Setup

Realty Executives International offers branded email addresses to all Executives. Per the new corporate policy, all branded email addresses must be forwarded to a personal email account.

****If your Realty Executives email account is currently forwarding to a personal email address, you are not required to take action at this time. If you need to set up forwarding for your @realtyexecutives.com account, follow the instructions provided below.***

Realty Executives International recommends forwarding your @realtyexecutives.com email address to a free Gmail account. Gmail accounts provide increased storage space and the ability to check email from mobile devices. Additionally, Gmail provides convenient access to contacts, calendars, and Google's platform for creating word docs, excel files, and presentations. Realty Executives International customer service can provide email support for agents who opt to forward to Gmail.

Setting Up and Accessing your Realty Executives Email

The instructions below will show you how to:

- 1) Forward your @realtyexecutives.com emails to a personal email account.
- 2) Send email from your @realtyexecutives.com address using Gmail.
- 3) Access your @realtyexecutives.com emails on a mobile device or computer.

**If you are a new Executive who previously provided your Gmail account, your forwarding may be set up.*

- 1) Forwarding your @realtyexecutives.com email address to a personal email account:**

For step-by-step video instructions, click [here](#) or scan the QR code.

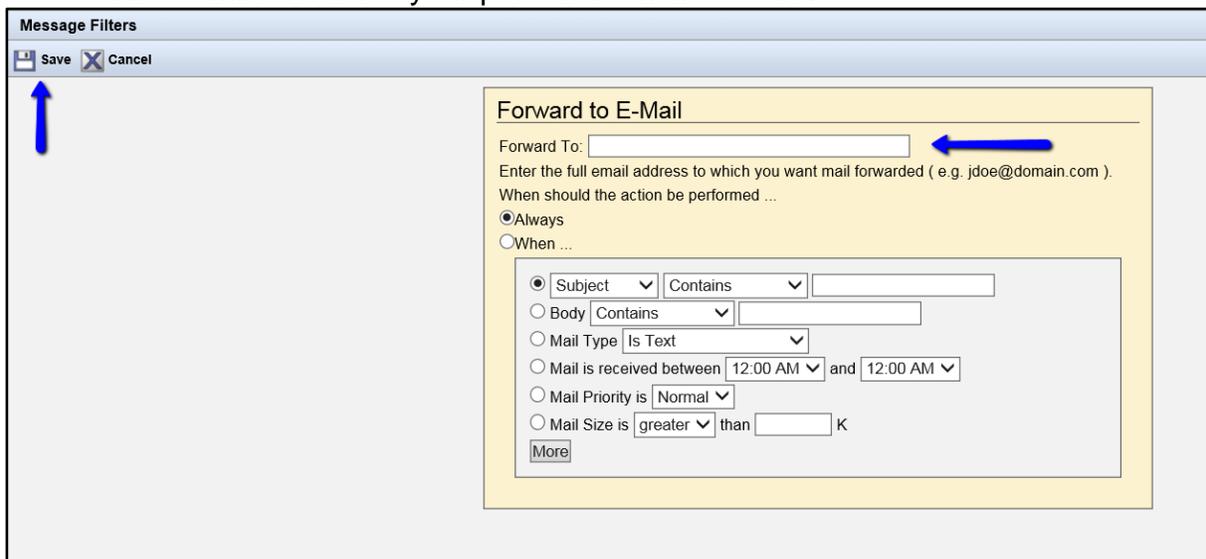


- Login to Executive Access (<http://realtyexecutives.net>). In the Quick Links menu (on the left of the homepage), click on the **Realty Executives Email** link. This will open your @realtyexecutives.com email account.

- Confirm you are using the new version (light blue background) vs. the classic version (purple column down left side). If you are using the classic version, click on the link to **Switch to New UI**.
- Next click on the icon labeled **Options** in the lower left portion of the page.
- Click on the link for **Message Filters**.
- Click on the tab labeled **Forwarding**. To add a forwarding address, click on the **New** icon.



- In the "Forward To" field, type in the personal email address you wish to use. Click **Save**. Moving forward, all emails sent to your @realtyexecutives.com address will forward to your personal email account.



****If you do not have a Gmail account and wish to create one, visit <http://gmail.com>.***

*****You may see a list of email accounts that were previously setup for forwarding. You may disable or delete any addresses you no longer wish to use.***

2) Sending email from your @realtyexecutives.com address using Gmail:

- Login to your Gmail account by going to <http://gmail.com>. Follow Google's "I'm a Gmail or Google Apps user sending from an external address" [instructions here](#).
- When prompted, enter the SMTP server settings shown. **Please note that your username is your full Realty Executives email address.**

Add another email address you own

Send mail through your SMTP server

Configure your mail to be sent through realtyexecutives.com SMTP servers [Learn more](#)

SMTP Server: Port:

Username:

Password:

Secured connection using [TLS \(recommended\)](#)

Secured connection using [SSL](#)

- Gmail will send a verification email to your Realty Executives email account. The message will forward to Gmail. You will need to click on the verification link in the email to complete your setup.

3) Accessing your @realtyexecutives.com emails on a mobile device or computer:

- Once steps 1 & 2 are complete, you can access your @realtyexecutives.com email from any desktop or laptop computer by going to <http://gmail.com>.
- To access email via **iPhone** or **iPad**, go to the app store to download the **Gmail App**.
- If you use an **Android** device, you should already have a Gmail account setup on your phone or tablet. If you do not have a Gmail account setup on your device, please follow Google's [instructions here](#).