Adding an Office E-mail Address for Showing Time Appointments

From the **Showing Time menu tree**, go to **Listing Setup**; select the listing (click on it) for which you wish to edit the showing settings.



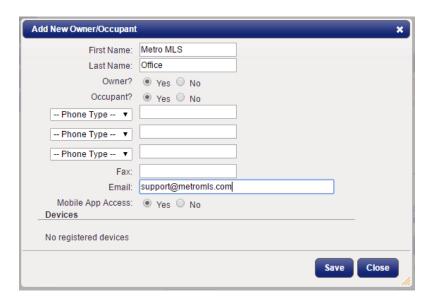
In the Appointment Settings section, for Appointment Type, select Appointment Required.



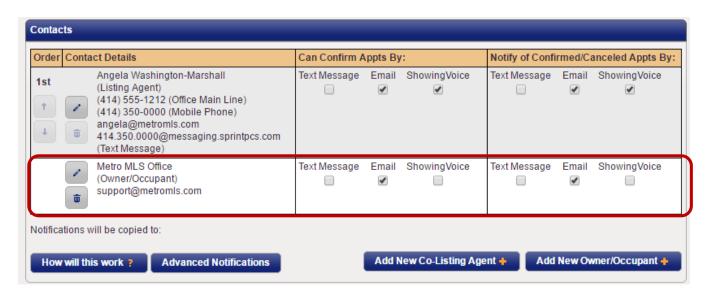
Using the **Add New Owner/Occupant** button, enter the office's contact information in the **Contacts** section.



Enter office name and e-mail address; click Save.



For the office contact, select **Email** in both the 'Can Confirm Appt By: and Notify of Confirmed/Cancelled Appt By:' sections. Click the Save Changes button to save any changes in this screen.



NOTE: This must be done for each listing.