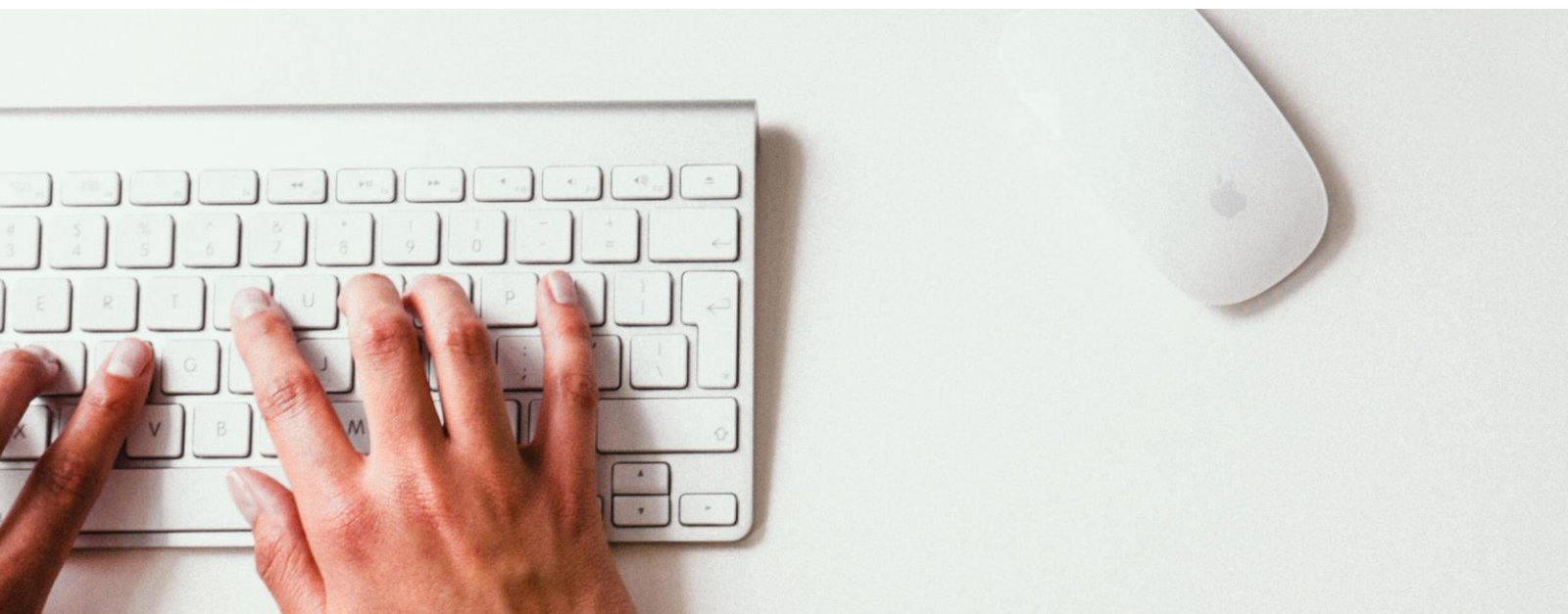




eGO Academy

eGO Real Estate Training Center

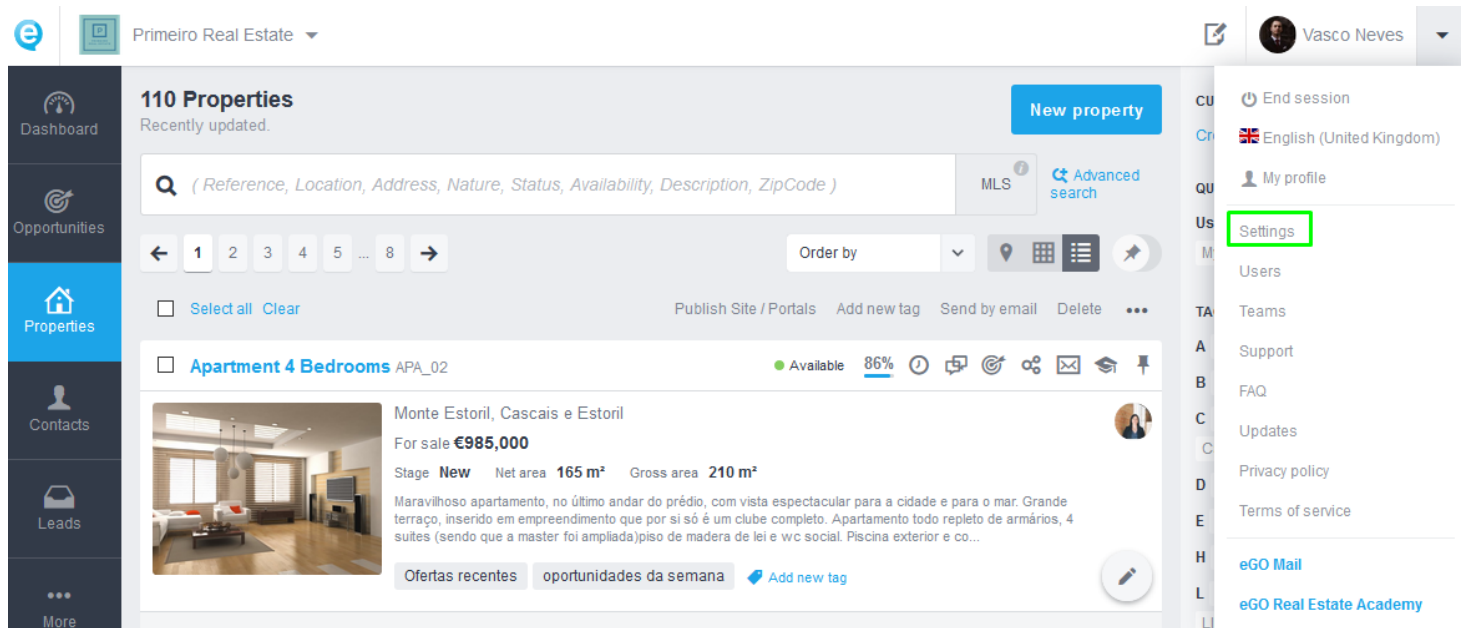
HOW TO SET UP THE EMAIL MANAGEMENT?



The email management is only set up once and it allows you to authenticate and send emails from your eGO Real Estate.

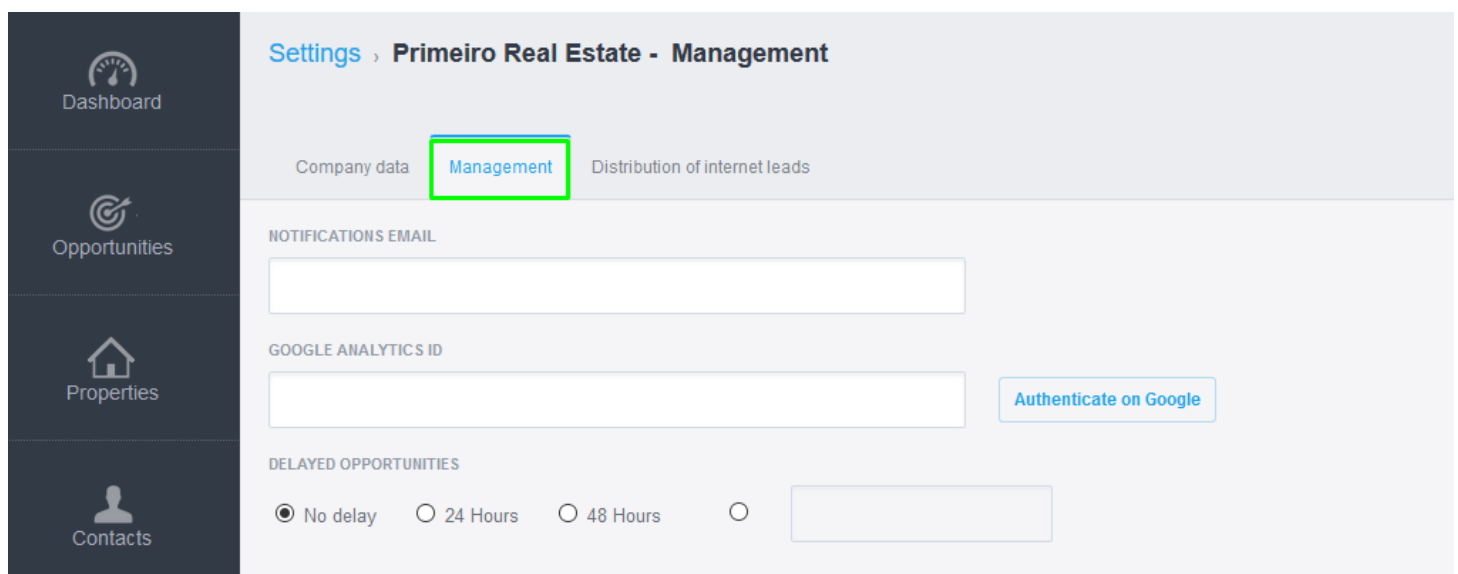
SET UP FOR eGO REAL ESTATE DOMAINS

1 - Access the upper right menu and click on **Settings**;



The screenshot shows the eGO Real Estate dashboard. The user profile menu is open in the top right corner, showing options like 'End session', 'English (United Kingdom)', 'My profile', and 'Settings'. The 'Settings' option is highlighted with a green box. The dashboard also displays '110 Properties' and a search bar.

2 - In **Company**, click on the **Management** tab;



The screenshot shows the 'Settings - Management' page for 'Primeiro Real Estate'. The 'Management' tab is highlighted with a green box. The page includes sections for 'NOTIFICATIONS EMAIL', 'GOOGLE ANALYTICS ID', and 'DELAYED OPPORTUNITIES'. The 'GOOGLE ANALYTICS ID' section has a text input field and an 'Authenticate on Google' button. The 'DELAYED OPPORTUNITIES' section has radio buttons for 'No delay', '24 Hours', and '48 Hours', along with a text input field.

3 – Scroll down until the **Email management** section and follow rules below:

Email management

EMAIL DOMAIN **A** SMTP SERVER **B** PORT **C** **F** Authentication

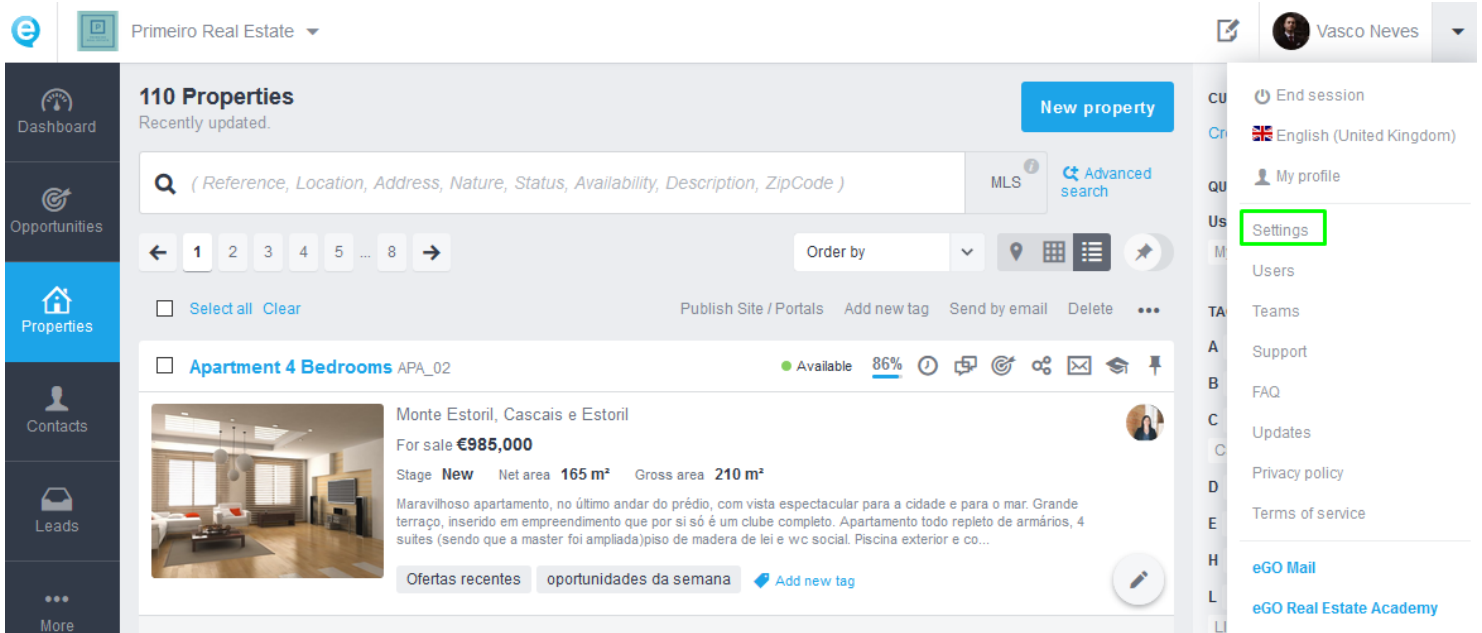
ADMIN LOGIN **D** PASSWORD **E**

A	Email domain	your-domain.com
B	SMTP server	webmail.egorealestate.com
C	Port	25
D	Admin login	eGO admin's email account
E	Password	of eGO's admin email account
F	Authentication	do not select this option

NOTE – When a user sends emails through eGO Real Estate, the sender address that the client sees is the one that is registered in the **Email address** field, in the **Contact Status** of the user who sends the email.

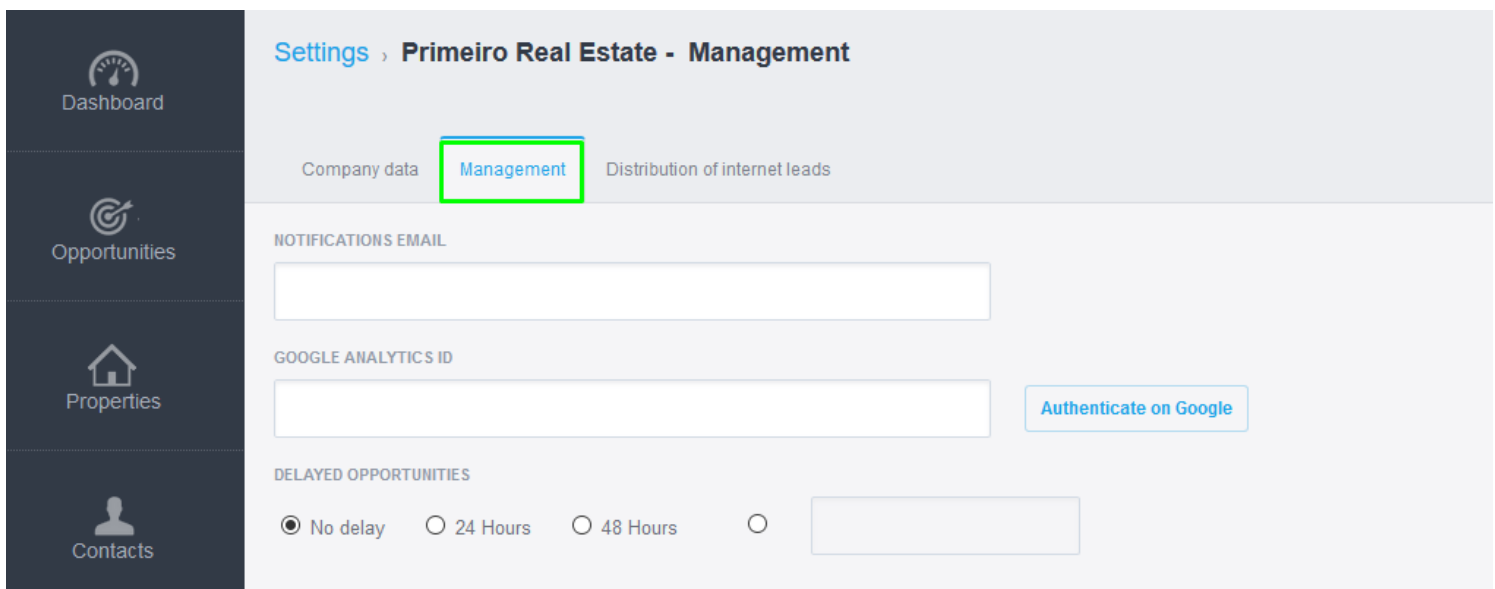
SET UP FOR DOMAINS OTHER THAN eGO REAL ESTATE'S

1 - Access the upper right menu and click on **Settings**;



The screenshot shows the eGO Real Estate dashboard for 'Primeiro Real Estate'. The user 'Vasco Neves' is logged in. The dashboard displays '110 Properties' and a search bar. A dropdown menu is open in the top right corner, listing various options: 'End session', 'English (United Kingdom)', 'My profile', 'Settings' (highlighted with a green box), 'Users', 'Teams', 'Support', 'FAQ', 'Updates', 'Privacy policy', 'Terms of service', 'eGO Mail', and 'eGO Real Estate Academy'.

2 - In **Company**, click on the **Management** tab;



The screenshot shows the 'Settings - Management' page. The 'Company data' section has a 'Management' tab highlighted with a green box. Below this, there are sections for 'NOTIFICATIONS EMAIL' (with an empty input field), 'GOOGLE ANALYTICS ID' (with an empty input field and an 'Authenticate on Google' button), and 'DELAYED OPPORTUNITIES' (with radio buttons for 'No delay', '24 Hours', and '48 Hours', and an empty input field).

3 – Scroll down until the **Email management** section and follow rules below:

The screenshot shows the 'Email management' section of a configuration interface. It contains the following elements:

- EMAIL DOMAIN (A):** A text input field.
- SMTP SERVER (B):** A text input field.
- PORT (C):** A text input field.
- ADMIN LOGIN (D):** A text input field.
- PASSWORD (E):** A text input field.
- Authentication (F):** A checkbox labeled 'Authentication'.
- Validate email settings:** A button located at the bottom right of the form.

A	Email domain	your-domain.com	
B	SMTP server	most common examples	Gmail: smtp.gmail.com Port: 465 Hotmail/Outlook: smtp.live.com Port: 25 ou 587
C	Port	depends on your email server	
D	Admin login	eGO admin's email account	
E	Password	of eGO's admin email account	
F	Authentication	select this option	

NOTE – When a user sends emails through eGO Real Estate, the sender address that the client sees is the one that is registered in the **Email address** field, in the **Contact Status** of the user who sends the email.

You can also contact our team through our different available channels:



262 840 464 / 262 840 462



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