

## Instantly receive emails to your iPhone from your MyContacts account in 10 easy steps!

This is a step-by-step guide that will show you how to set-up your iPhone to automatically receive your MyContacts Webmail emails. This will enable you to stay more connected to your contacts and better handle your business “on-the-go”!

### Key Notes:

- Use IMAP (POP3 is currently not supported)
- In order to view emails from your contacts, you will need to click into the “Shown in CRM” folder
- If you respond to your contacts from your iPhone, you will still need to login to your MyContacts system in order to “File” your emails from contacts (RealtyGenerator users: this is how your Broker knows you handled the email!)
- Note that there are different server settings depending on whether you use ML Pro or eEdge.

### Instructions:

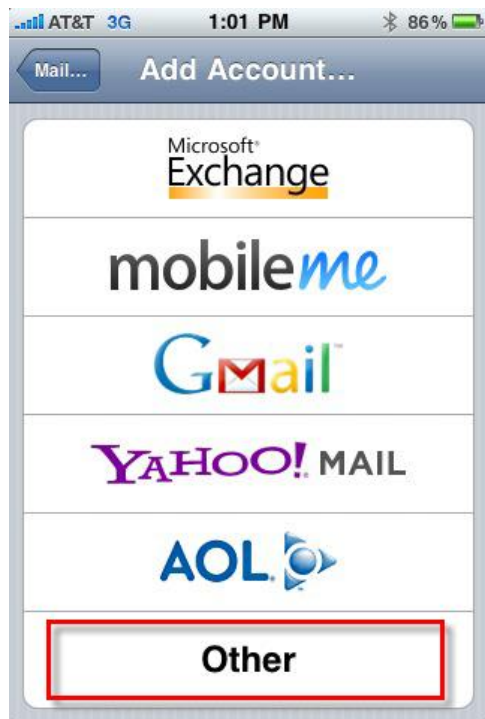
1. Begin by clicking on “Settings” from your home screen.
2. Select “Mail, Contacts, Calendars”.



### 3. Select "Add Account".



### 4. Select "Other".

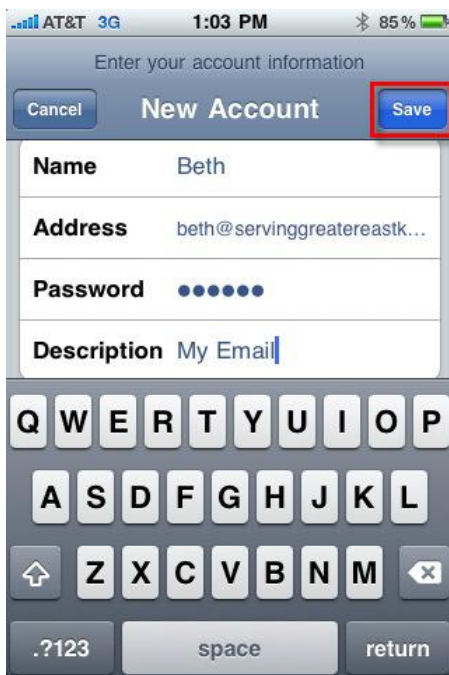


5. Select “Add Mail Account”.



6. Enter your Name, Address, Password and Description. Click “Save”:

- **Address:** This is your MyContacts (eEdge/ML Pro) account email address ([yourprefix@\[yourwebsiteURL\].com](#))
  - NOTE: This is the email address you will find in your myContacts account under Admin/Profile info as “Vision Email”
- **Password:** This is your MyContacts (eEdge/ML Pro) account password
  - NOTE: This is not your myKW password. This is the password you will find your MyContacts account under Admin/Profile info.
- **Description:** This is the label you’ll use for your Webmail folder on your phone



**8. Enter Host Name, User Name and Password for both the Incoming and Outgoing Mail Server Info. Click “Save”.**

- **Incoming Mail Server**
  - Host Name:
    - ML Pro: use “mail.[yourwebsiteURL].com”
    - eEdge: use “mail.kwrealty.com”
  - User Name: This is your MyContacts email address (yourprefix@[yourwebsiteURL].com)
  - Password: This is your MyContacts account password
  
- **Outgoing Mail Server:**
  - Host Name:
    - ML Pro: use smtp.[yourwebsiteURL].com
    - eEdge: use smtp.kwrealty.com
  - User Name: This is your MyContacts email address (yourprefix@[yourwebsiteURL].com))
  - Password: This is your MyContacts account password

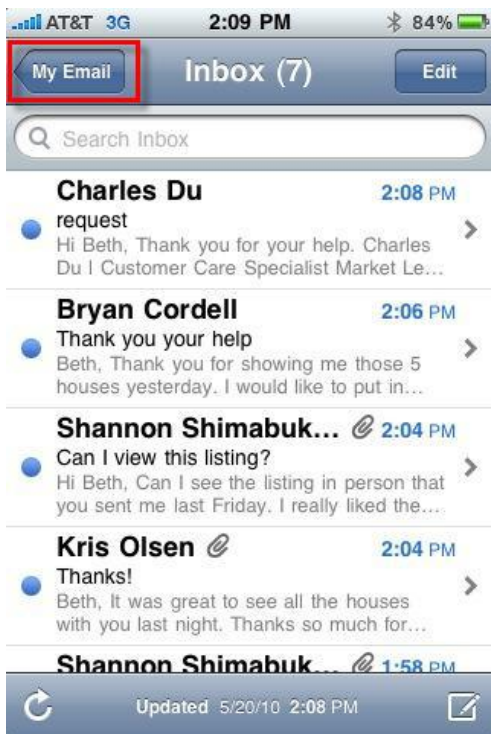


9. Select “Yes”.



9. Now you can see your MyContacts Webmail inbox. Check your emails from your contacts, by clicking on the “My Email” button.

- **Note:** this button will be labeled differently depending on what you entered as the “Description” in Step 6.



10. Click on the folder “Shown in CRM” to view your prospect email.



11. After successfully testing the account settings, click “Close”. Congratulations! You can now start using your iPhone to send email from your account!

\*\*\*Remember you still need to login to your MyContacts system in order to “file” your emails to indicate you have responded to them.

**Error Messages:**

1. If you get the following error when you complete your set-up, click “Continue”.



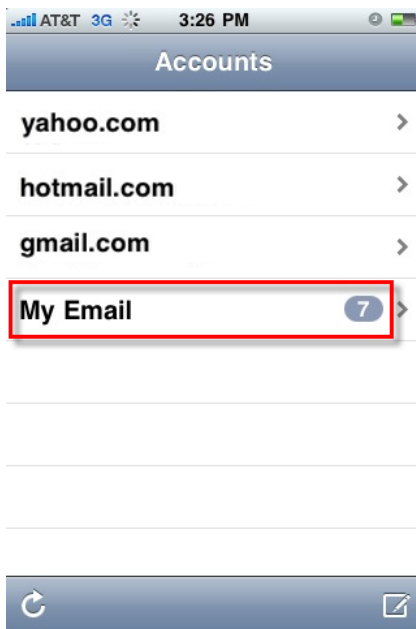
2. Wait for about 1 minute. If it works, you will see the image below. Click on your button to go to your home page:



3. From your homepage, click on your email icon.

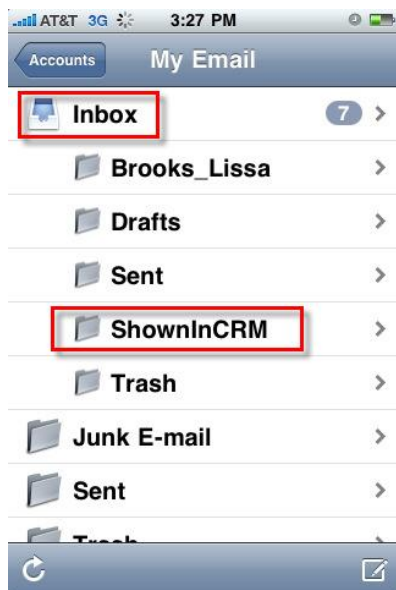


4. In your Accounts screen, click on the name of your new email account





5. Congratulations! You can now access your Webmail inbox or Prospect email (in the “ShownInCRM” folder).



## *Have questions?*

- *ML Pro Support: 1-800-491-4234*
- *eEdge Support: 1-866-224-9425*