

Instructions for emailing a Virtual Tour link

Sending an Virtual Tour link in an email, is an alternative to emailing an attachment.
It's easy and quick, just follow these steps.

Step One:

- ✓ Go to www.RealTechWeb.com and click on the "Realtor Listings" tab.
- ✓ Scroll down the list to find your Virtual Tour. (Properties are listed in numeric order)
- ✓ Right mouse click on the Address and a shot cut menu will appear as shown below.
- ✓ Left mouse click on "Copy Shortcut". (This copies the web address to the clipboard)



Step Two:

- ✓ Open your email program. (Ex. Outlook, Optimum, Verizon, AOL etc.)
- ✓ Open a new message.
- ✓ Fill in the **To:** and **Subject:**
- ✓ Click in the Text Message box.
- ✓ Past the web address by Holding the control key (Ctrl) and pressing "V"
- ✓ Send your email 😊