GENSTONE
REALTY

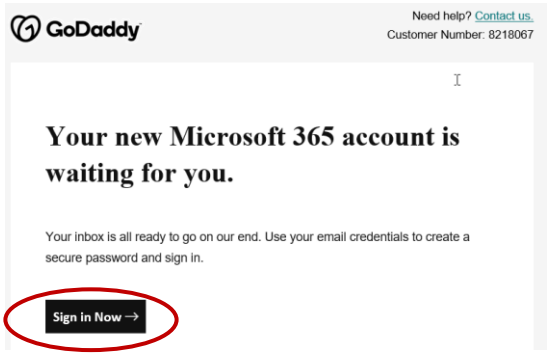
Accessing a @GenStoneRealty.com Email Address

GenStone Realty Assigns Each New Associate a @GenStoneRealty.com email address

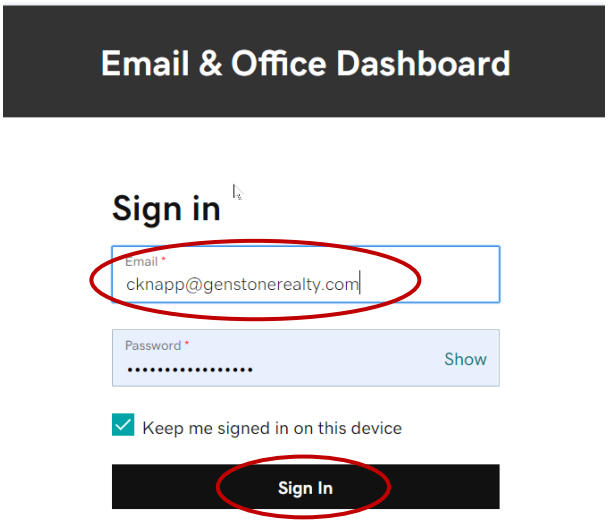
1. In your current email, find an email notice from GoDaddy.

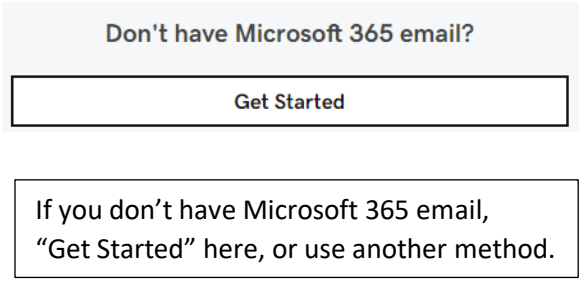


2. Open the email and click on “Sign in Now”



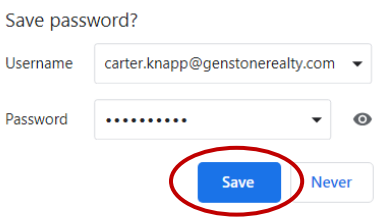
3. Enter your genstonerealty.com email address. GoDaddy provides a temporary password. Select “Sign In.” Use your personal email address to send the link to reset your permanent password when prompted.





If you don’t have Microsoft 365 email, “Get Started” here, or use another method.

4. When the new password is set and you login with it, save the password when prompted.

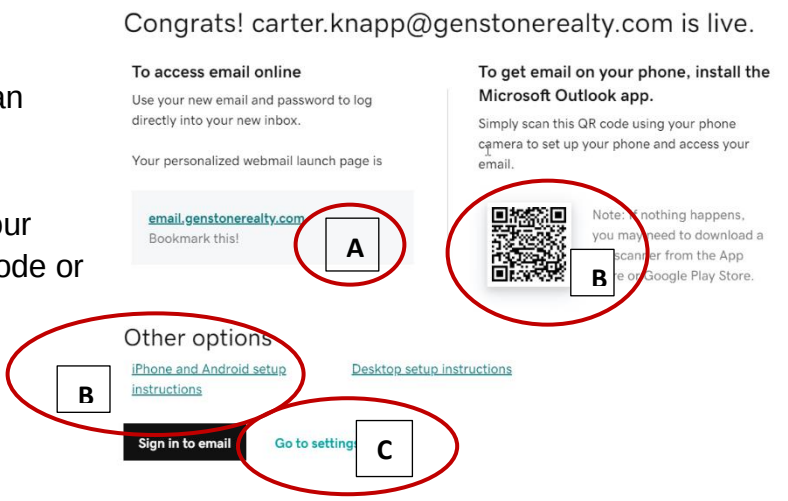


5. The new email account is set.

   A. Please bookmark the site so you can easily access it.

   B. Then send the link to the app for your smart phone by scanning the QR code or the setup links.

   C. Then select “Settings.”



6. In Settings, select **“Forwarding.”** It should already display that it is forwarding to your personal email address. If that’s what you want, then there is nothing more to do. Be aware when you reply to an email that is forwarded from your @genstonerealty.com email address, it will show to the recipient your reply came from your personal email, not the @genstonerealty.com one.

   If you don’t want your @genstonerealty.com email forwarded to another email account, remove any email in the “Forward mail to” and Save.

