eXp Email Alias Forwarding Guide

An email alias is simply a forwarding email address. The mail server simply forwards email messages addressed to an email alias on to another, the specified email address.

So in an agent's case, when an email is sent to firstname.lastname@exprealty.com, it automatically forwards to their personal email address on file. Since this is an alias, there is no login information needed as there is nothing to log into, other than your personal email address.

If the agent would like to send emails from their eXp email address, they will need to use either a Gmail or Yahoo personal email address. Here are instructions on how to configure each email service to send as the eXp email alias:
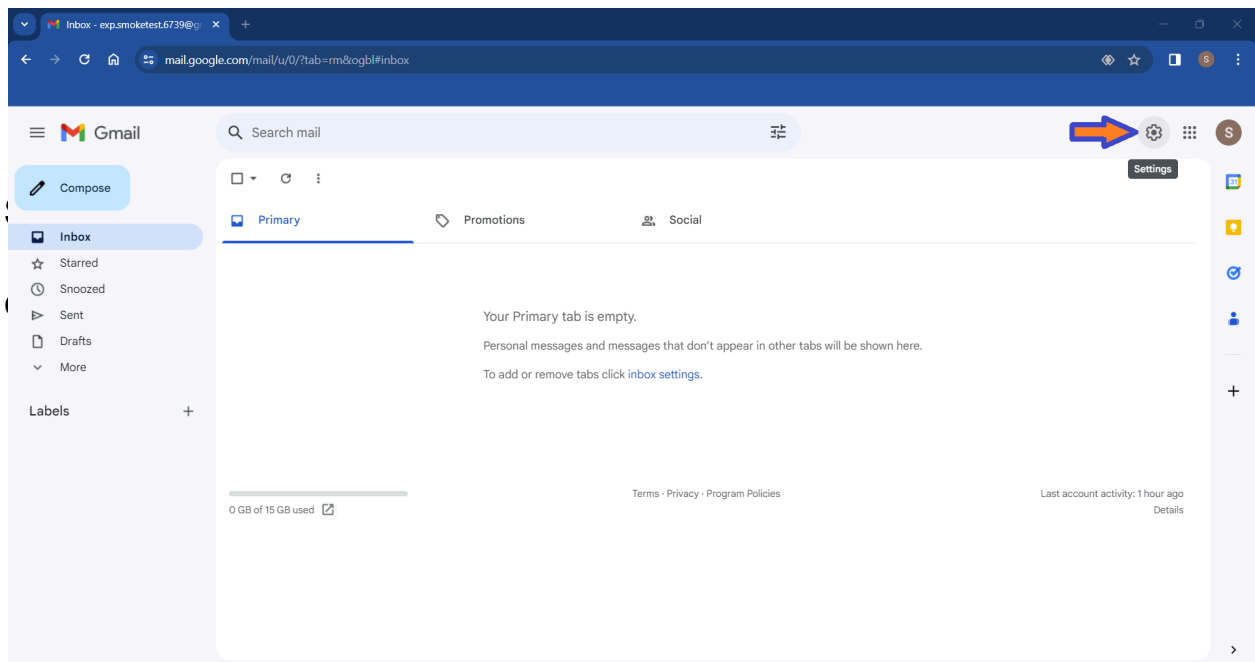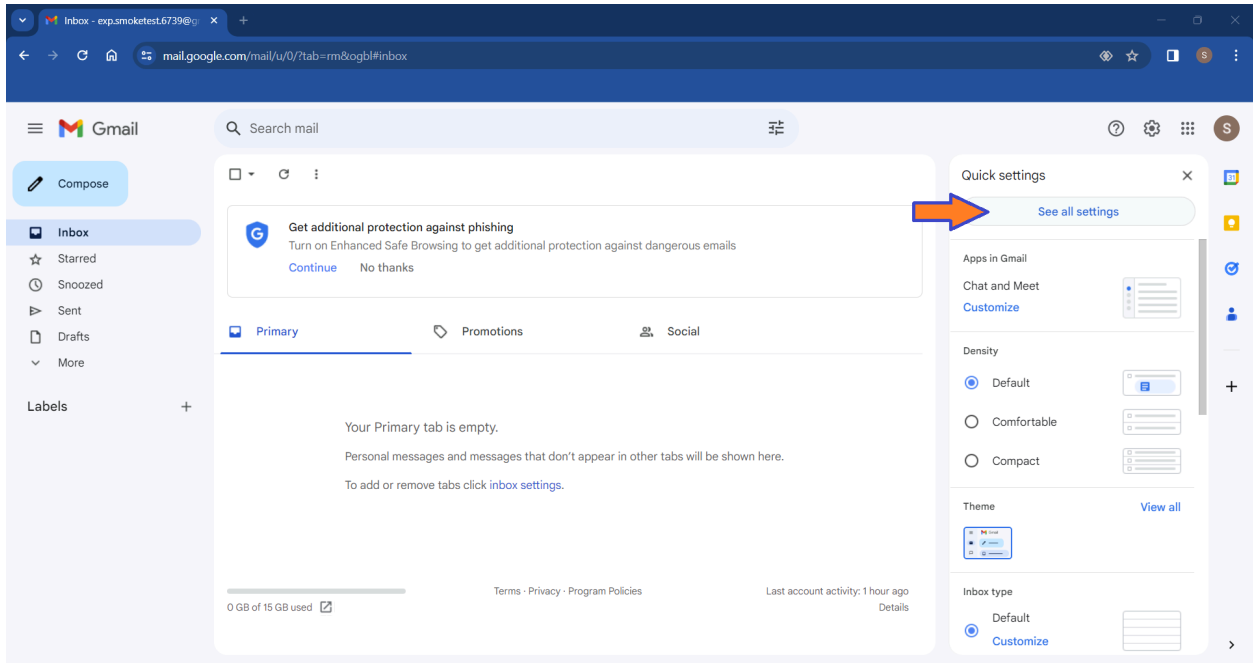
Gmail & Yahoo Instructions

Step 1 - Gmail
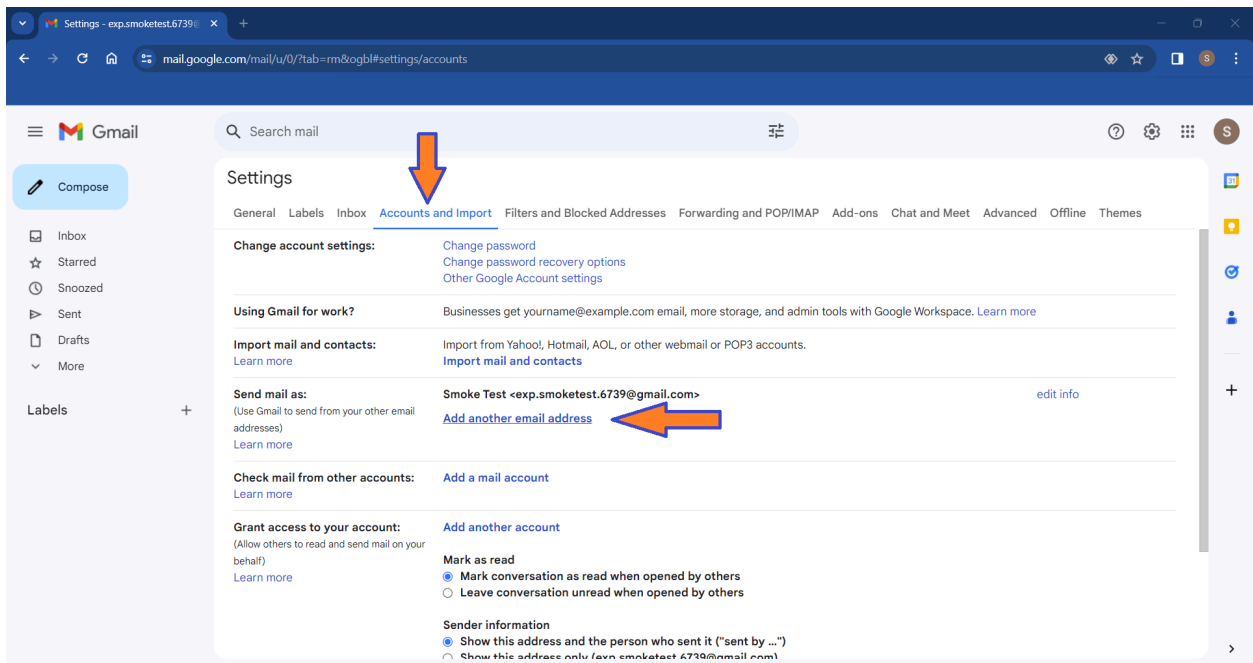
Login to your gmail.com account.

Step 2 - Gmail

Click on the gear icon at the top right and then click on Settings in the drop-down.

Step 4 - Gmail

Click on Accounts and Import and then click on the Add another email address in the section labeled Send mail as:

Step 5 - Gmail

Your first and last name should be in the first box. Enter your exprealty.com email address in the second box. Click Next Step.

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Add another email address you own

Enter information about your other email address.
(your name and email address will be shown on mail you send)

Name: Michelle Tollefson

Email address: michelle.tollefson@exprealty.com

☑ Treat as an alias. Learn more
Specify a different "reply-to" address (optional)

Cancel   Next Step »

your eXp email has a period between your first and last name

Step 6 - Gmail

You will enter in outbound.ore.mailhop.org into the SMTP Server box. Make sure the "Username" field contains your full email address.

The password will be the mail server password which is expKzgGNMZupa

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If you get an error during this step, please refer to our Common Errors section

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A generic server name is auto filled in there, just click in that box and delete it.

Click Add Account

Add another email address you own

Send mail through your SMTP server

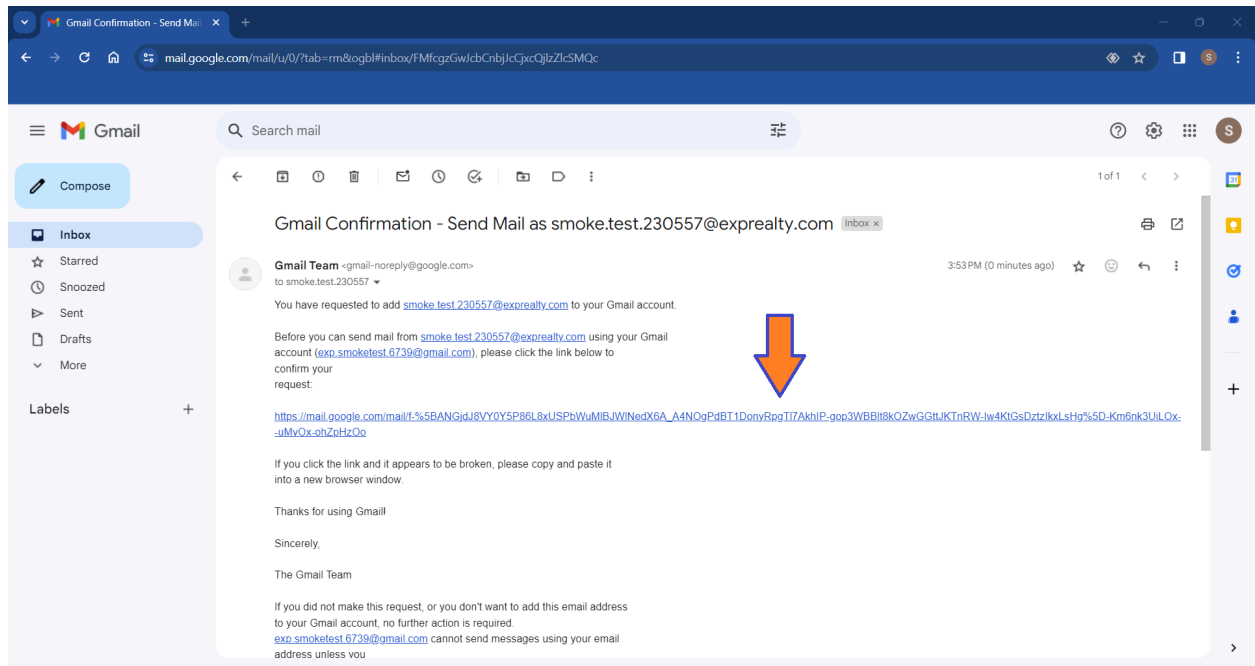Configure your mail to be sent through exprealty.com SMTP servers **Learn more**

SMTP Server: outbound.ore.mailhop.org   Port: 587 ▾
Username: michelle.tollefson@exprealty.com
Password: expKzgGNMZupa

◉ Secured connection using TLS (recommended)
○ Secured connection using SSL

[Cancel]   [« Back]   [Add Account »]

Step 7 - Gmail
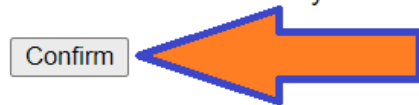
Clicking the verification Email

Please confirm sending mail as **smoke.test.230557@exprealty.com**.

Click here to return to your Gmail account: https://mail.google.com.

Confirm

Step 8 - Gmail

If you would like to have an option of which email address you are sending from you can stop here. If you would like to make your eXp email alias the default email address for every email sent, please go to step 8.
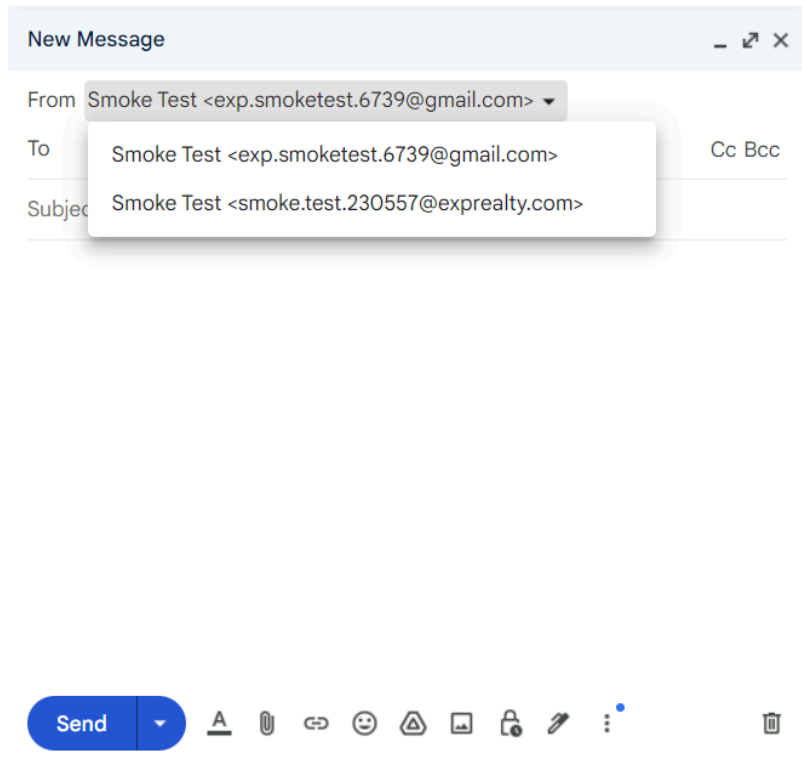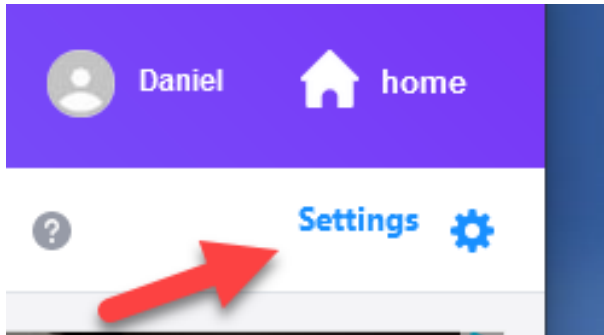

Step 9 - Gmail

If they want to default always to exp, Click on Gear, see all settings, Import, send mail as tab. It will list both emails, beside the eXp email click on default.
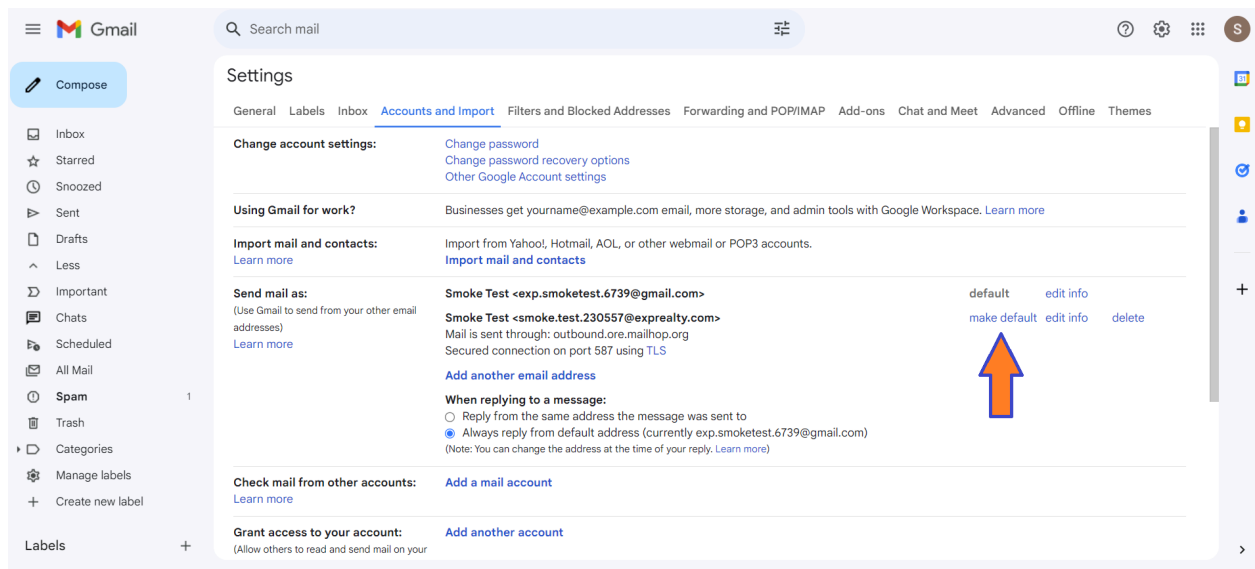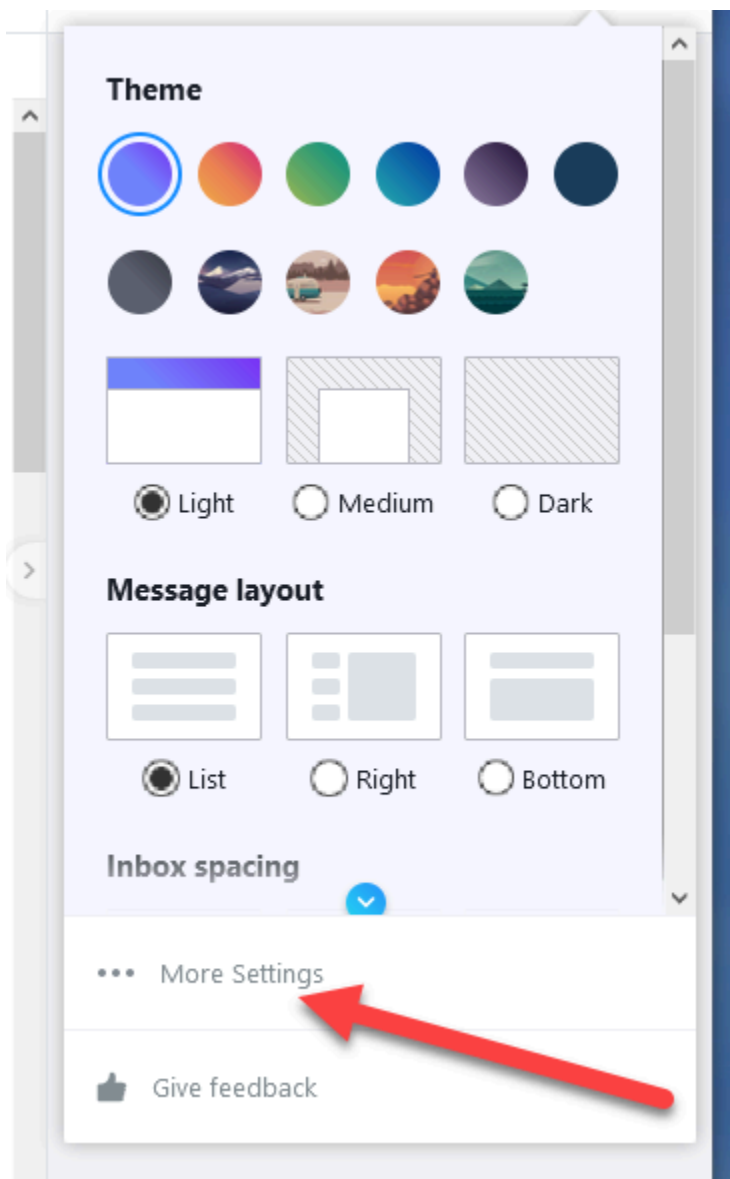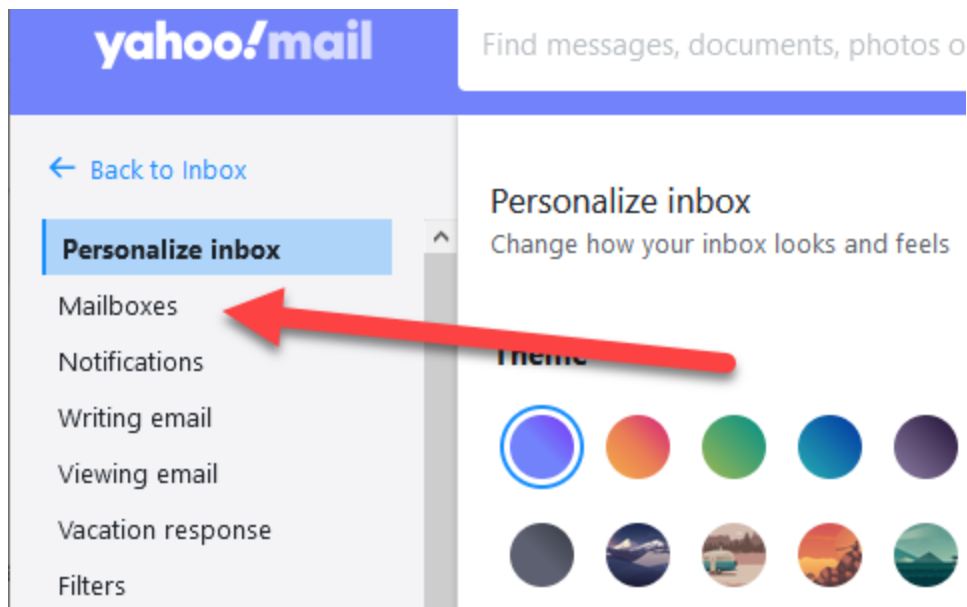
Step 1 - Yahoo

Start by opening your Yahoo mail account

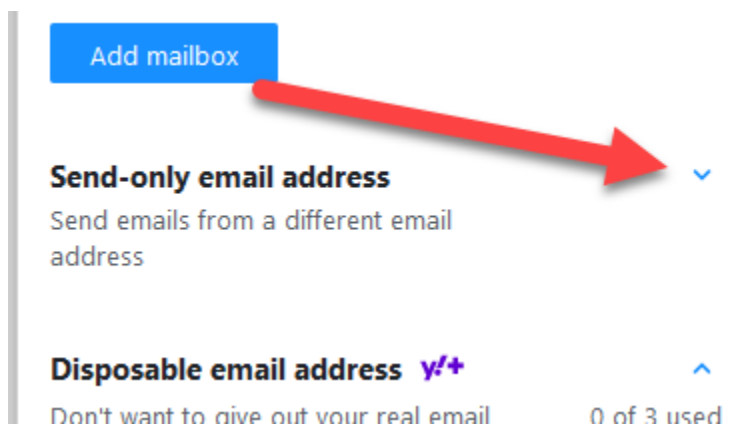- **<u>Click the Settings icon Image of the Settings icon.</u>**
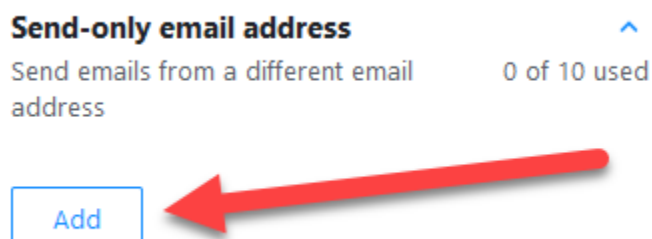

- **<u>Click More Settings</u>**

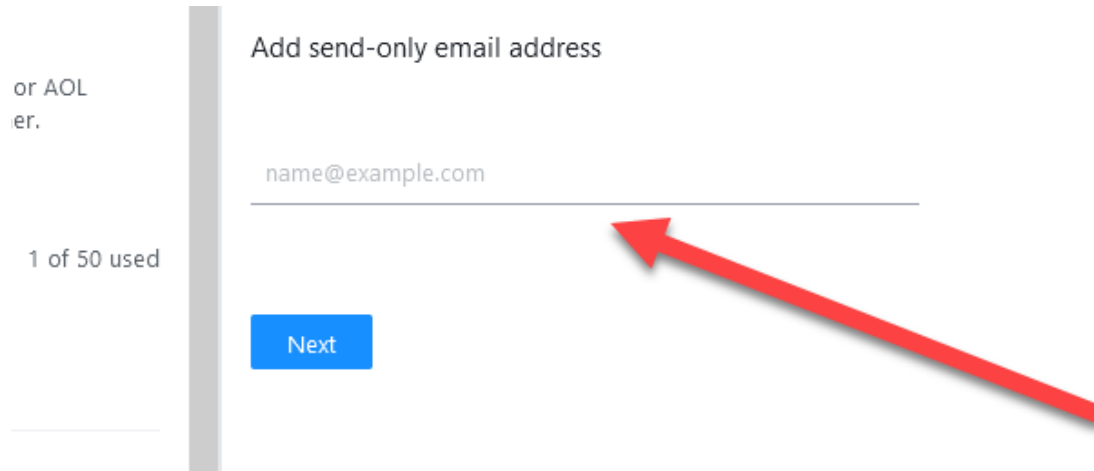- **Click the More icon More options icon next to "Send-only email address."**

- **Click Add**
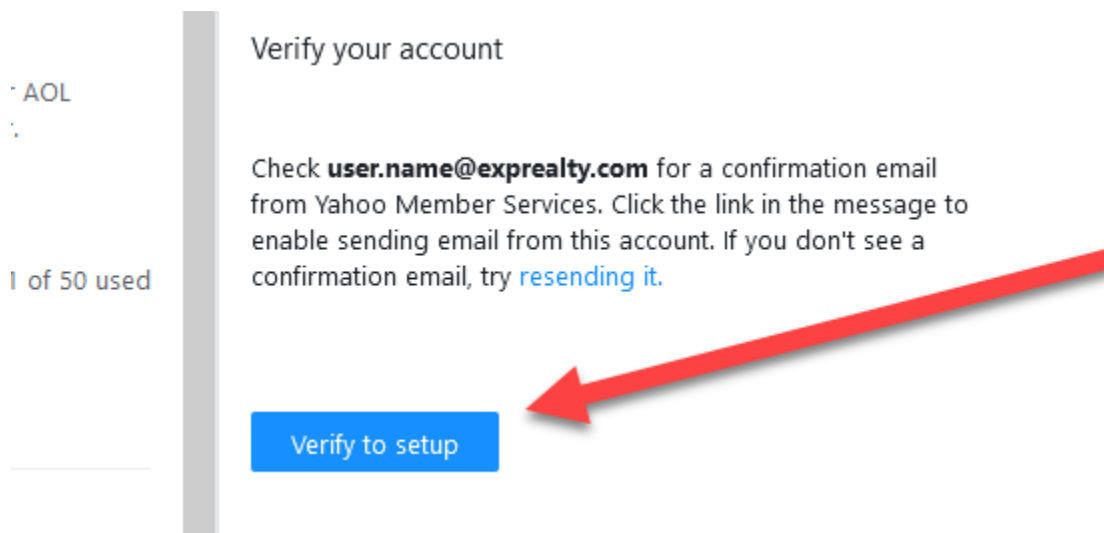
Step 2 - Yahoo

- **Enter the send-only email address**

Add send-only email address

or AOL
er.

name@example.com

1 of 50 used

Next

- **Click Verify**

Verify your account

· AOL
:

Check **user.name@exprealty.com** for a confirmation email
from Yahoo Member Services. Click the link in the message to
enable sending email from this account. If you don't see a
confirmation email, try resending it.

I of 50 used

Verify to setup

- **Open the email and follow the instructions to verify the address**
- **After email verification you may need to close your Yahoo account and
  then re-open for the change to take effect.**