

Changing the Branch Email Address

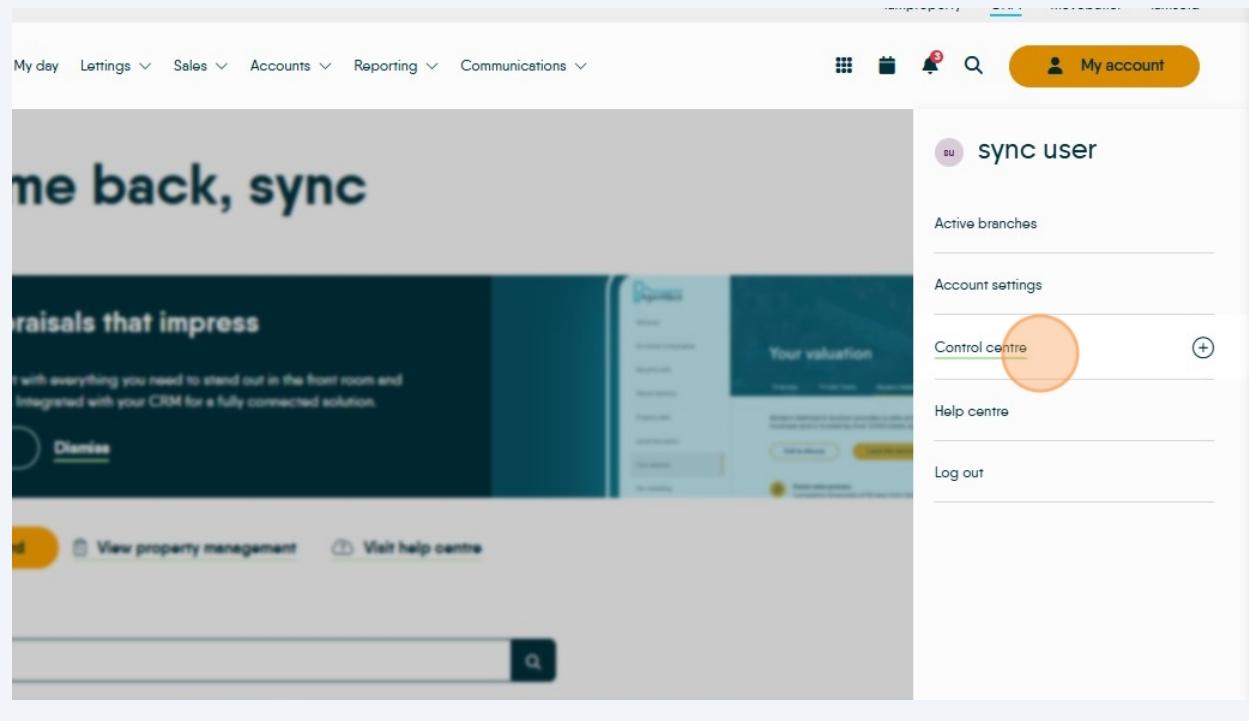


This guide provides a straightforward process for changing the branch email address in the iamproperty CRM system.

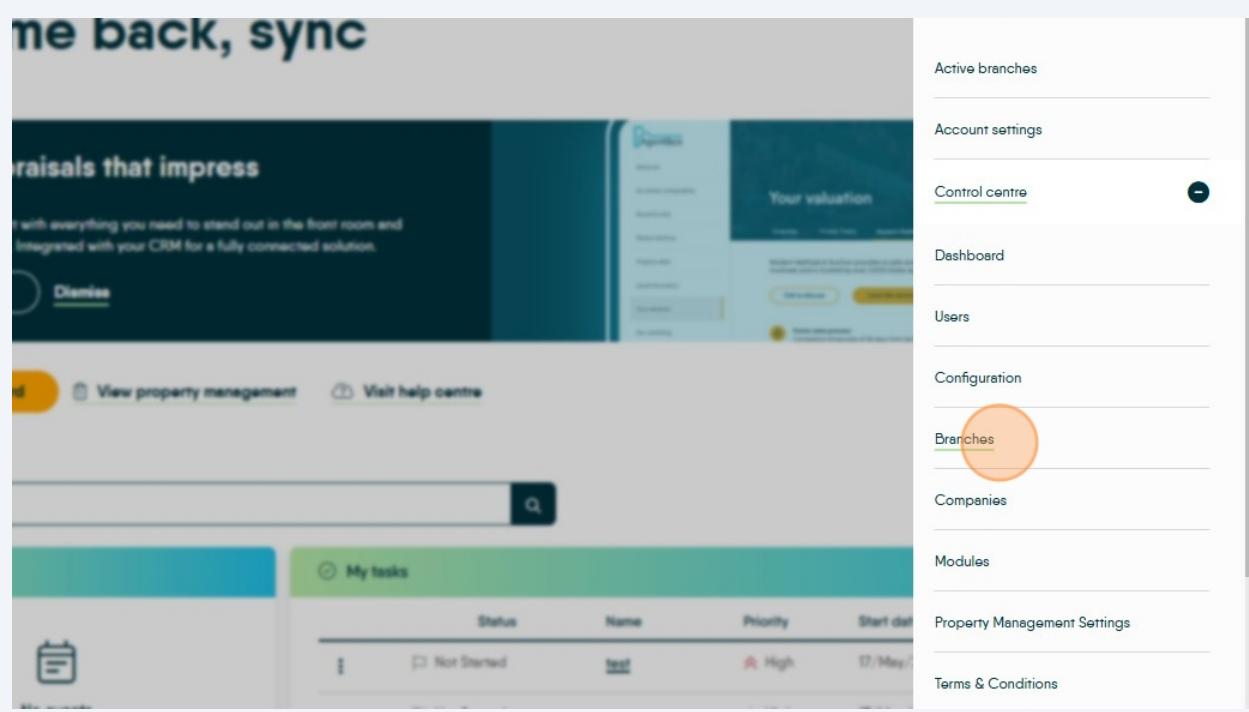
1 Click 'My Account'

A screenshot of the iamproperty CRM interface. At the top, there is a navigation bar with links for 'My day', 'Lettings', 'Sales', 'Accounts', 'Reporting', and 'Communications'. To the right of these are icons for a grid, a calendar, a bell, and a search bar. A yellow circle highlights the 'My account' button, which is located in the top right corner of the header. The main content area features a dark banner with the text 'Get back, sync' and 'Appraisals that impress'. Below this, there is a sidebar with links for 'Welcome', 'On-market comparables', 'Recently sold', 'Market statistics', 'Property data', 'Local information', 'Your valuation', and 'Our marketing'. The main content area shows a 'Your valuation' section with tabs for 'Overview', 'Private Treaty', and 'Modern Method of Auction'. It includes a call-to-action button for 'Call to discuss' and another for 'I want this service'. At the bottom of the page, there are links for 'View property management' and 'Visit help centre', along with a search bar.

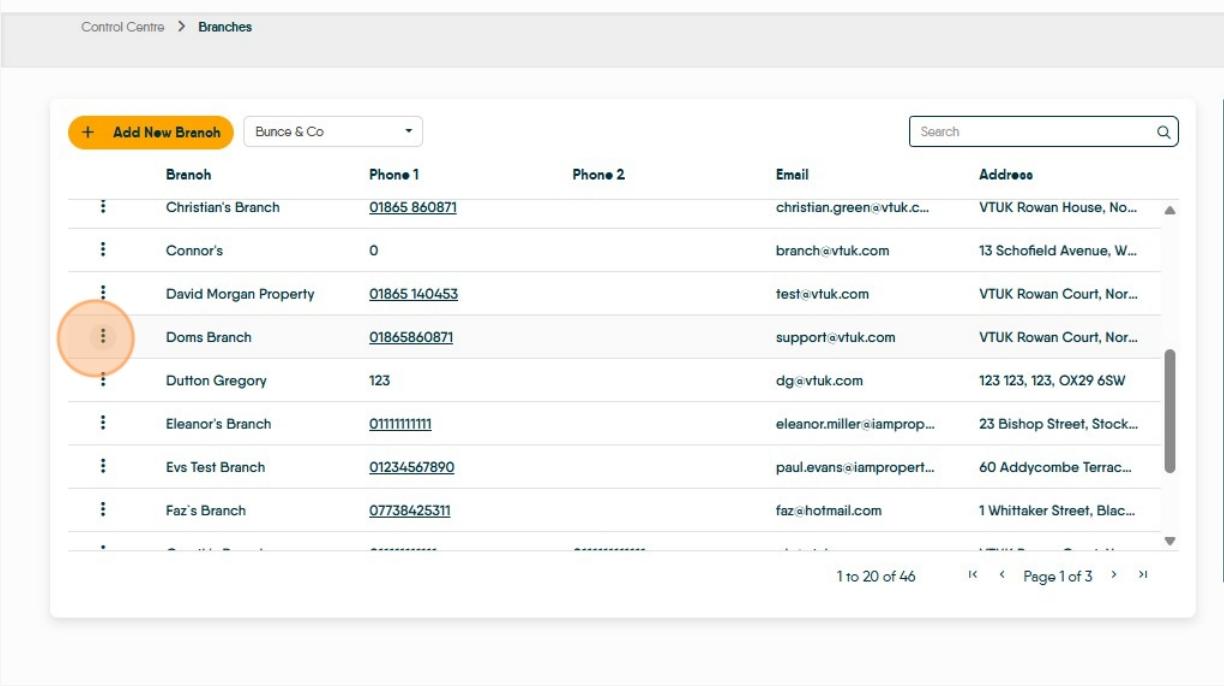
2 Click 'Control Centre'



3 Click 'Branches'



4 Click the three-dot menu next to your branch



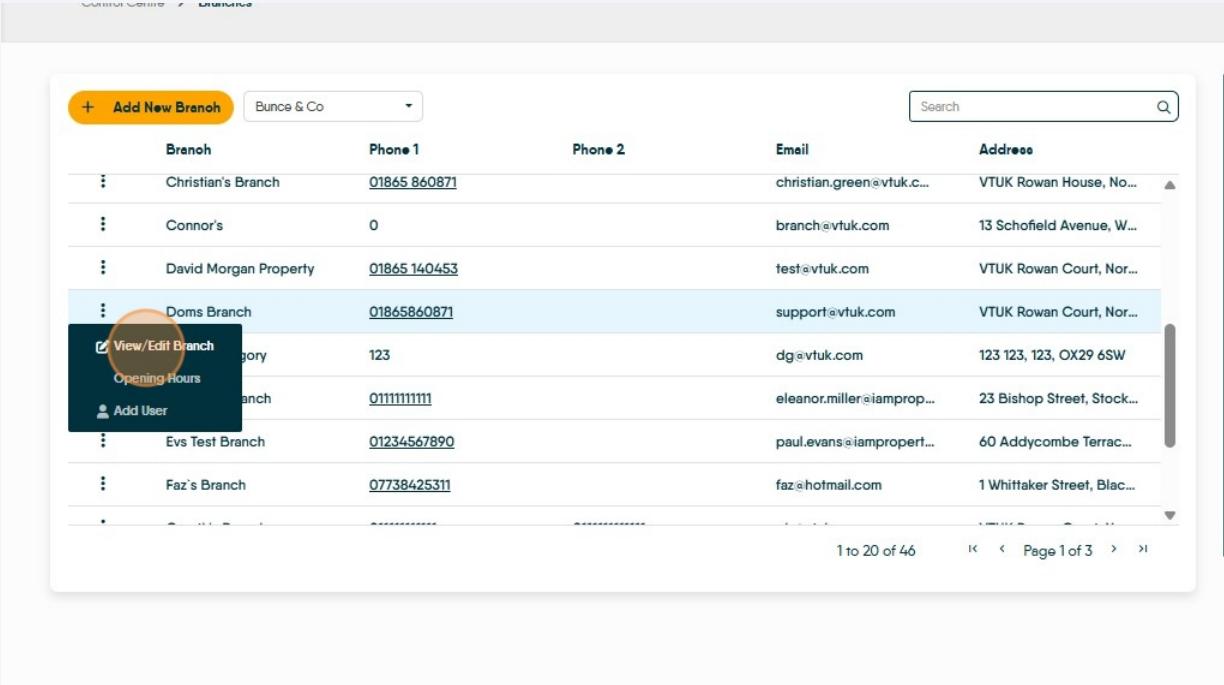
Control Centre > Branches

+ Add New Branch Bunce & Co Search

Branch	Phone 1	Phone 2	Email	Address
Christian's Branch	01865 860871		christian.green@vtuk.c...	VTUK Rowan House, No...
Connor's	0		branch@vtuk.com	13 Schofield Avenue, W...
David Morgan Property	01865 140453		test@vtuk.com	VTUK Rowan Court, Nor...
Doms Branch	01865860871		support@vtuk.com	VTUK Rowan Court, Nor...
Dutton Gregory	123		dg@vtuk.com	123 123, 123, OX29 6SW
Eleanor's Branch	01111111111		eleanor.miller@iamprop...	23 Bishop Street, Stock...
Evs Test Branch	01234567890		paul.evans@iamproper...	60 Addycombe Terrac...
Faz's Branch	07738425311		faz@hotmail.com	1 Whittaker Street, Blac...

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5 Click 'View/Edit Branch'



+ Add New Branch Bunce & Co Search

Branch Phone 1 Phone 2 Email Address

Christian's Branch 01865 860871 christian.green@vtuk.c... VTUK Rowan House, No...

Connor's 0 branch@vtuk.com 13 Schofield Avenue, W...

David Morgan Property 01865 140453 test@vtuk.com VTUK Rowan Court, Nor...

Doms Branch **01865860871** **support@vtuk.com** **VTUK Rowan Court, Nor...**

Dutton Gregory 123 dg@vtuk.com 123 123, 123, OX29 6SW

Eleanor's Branch 01111111111 eleanor.miller@iamprop... 23 Bishop Street, Stock...

Evs Test Branch 01234567890 paul.evans@iamproper... 60 Addycombe Terrac...

Faz's Branch 07738425311 faz@hotmail.com 1 Whittaker Street, Blac...

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6 Delete the old email address and enter the new one

Edit Branch

Company Bunce & Co	Branch Doms Branch
Phone 01865860871	Phone 2 Enter alternative phone number
Fax Enter fax number	Email support@vtuk.com
Address Type Contact	Postcode OX29 6SW
House Name/Number VTUK	Address Line 1 Rowan Court, North Leigh Business
Address Line 2 North Leigh	Town Witney
County Oxfordshire	Country UK
Finance Id Enter Finance Id	

7 Click 'Save'

Company Bunce & Co	Branch Doms Branch
Phone 01865860871	Phone 2 Enter alternative phone number
Fax Enter fax number	Email support@vtuk.com
Address Type Contact	Postcode OX29 6SW
House Name/Number VTUK	Address Line 1 Rowan Court, North Leigh Business
Address Line 2 North Leigh	Town Witney
County Oxfordshire	Country UK
Finance Id Enter Finance Id	

Save