

Get Started with Command Email

Mylea Smith - 2021-07-02 - Command Email

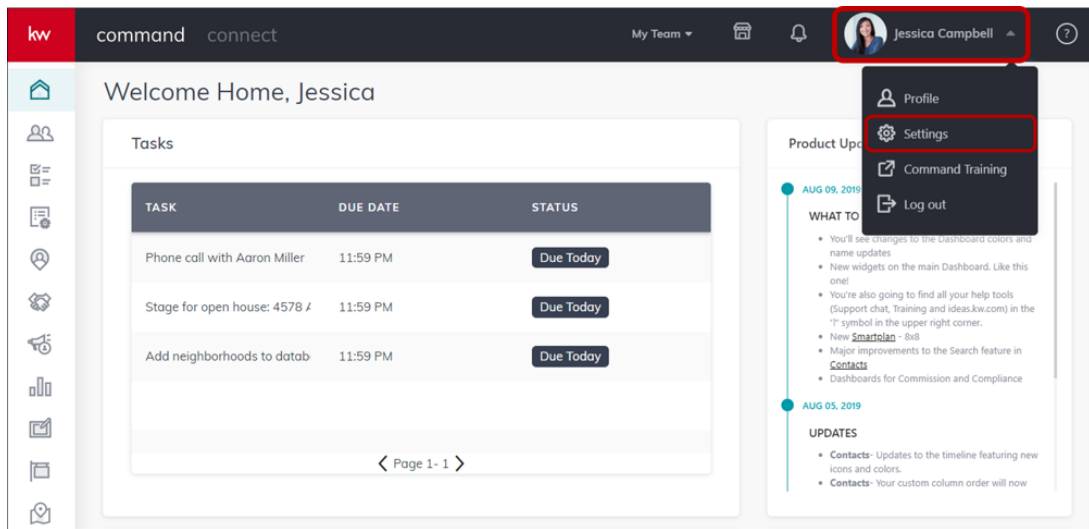
In Command, we now have Command Email which is the default service used by Keller Williams to send emails on your behalf from your KW Technology applications. Each user receives 5,000 email sends per month at no charge. When you send out automatic emails through SmartPlans, the system will use Command Email to send it. When sending an email campaign through the Campaigns applet, you have the option of using Command Email or MailChimp.

- Once you start getting close to reaching your 5,000 email limit for the month, you will receive notifications to let you know. You will receive both a Command and email notification when you reach 80%, 85%, 90%, and 95% of your monthly email usage.
- If you hit your limit, you have the ability to upgrade your email subscription in the KW Marketplace, which will give you the ability to send more emails that month.
- Command Email monthly limits do not roll over to the next month, if you don't use the full 5,000 (or the email limit from your upgraded subscription).
- Your Command Email subscription (the email limit) will reset on the 1st of every month.

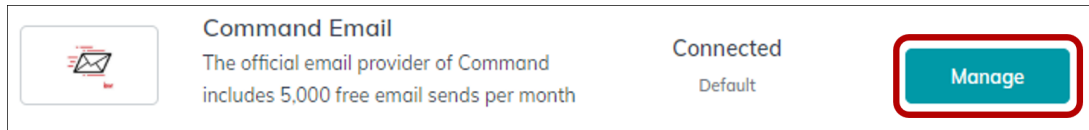
To learn how to access and get a rundown of Command Email, follow the steps below:

Access

1. Log in to <https://agent.kw.com> with your Keller Williams login credentials.
2. Click **your name** at the top of the screen and select **Settings** from the drop-down.



3. From the Connected Applications page, navigate to the Command Email application and click **Manage**.



Overview

Manage Command Email

Email Configuration

Emails are sent from a KW email address on your behalf, and you can configure the agent name displayed and the reply-to email address

1 Agent Displayed Name*

Reply-To Email

Save Changes

2 Monthly Account Usage

Click Manage Subscription to explore account options in the KW MarketPlace

You've sent **1** of your **5000** available e-mails this month

0%

3 Manage Subscription

1 Use this section to customize the display name and reply-to email address for emails sent through Command Email.

- [Click here](#) to learn more.

2 You can monitor your monthly account usage in this section. By default, you have 5,000 free emails that you can send through Command Email each month. See #3 to learn how to increase this.

- [Click here](#) to learn more.

3 Click **Manage Subscription** to upgrade your Command Email subscription and increase the number of emails you can send for the month, in the KW MarketPlace. By default, you can send 5,000 free emails, per month.

- [Click here](#) to learn more.

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