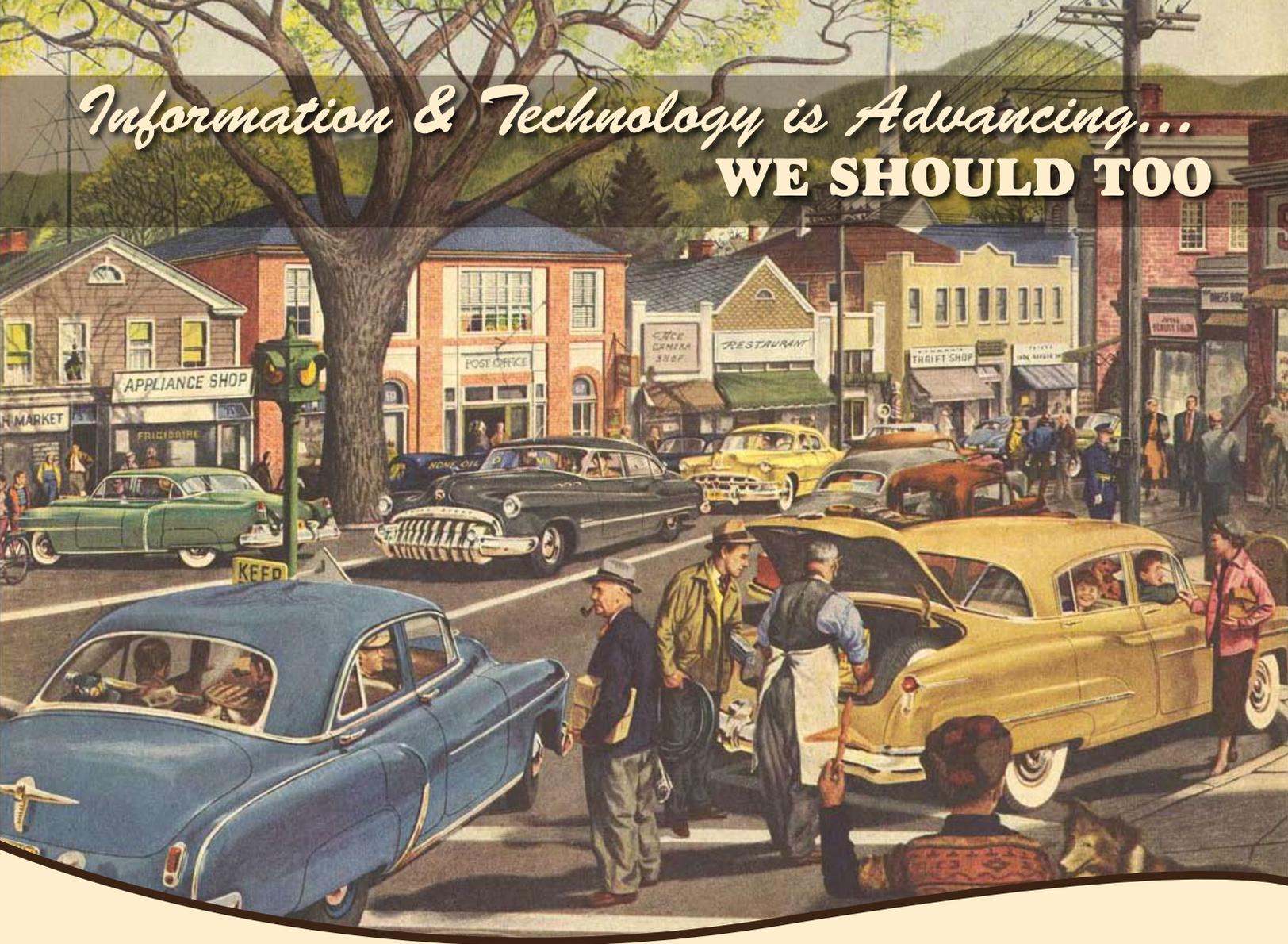


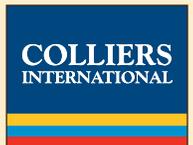
Information & Technology is Advancing...
WE SHOULD TOO



Craigslist & You

*A helpful guide for using Craigslist with
your existing email campaigns*

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

Michael's MySIS Page

http://isis/myisis.aspx

Welcome Michael! It's Wednesday, Jan 14

Jump to our website here

SYSTEM ALERT DeBIX My ISIS ISIS

Signature Generator Go to My Webpage Edit My Online Profile Edit My Contact Info

Manage My Spam Mail Filters
postini
email address: MHurston@lvcolliers.com
password:
LOG IN **HELP**

MyColliers Login
MyColliers has never been closer!
Log in here to access the Colliers global intranet. (If you have changed your password from the default, you will need to enter it manually).
User Name: Michael.Hurston
Password:
LOG IN [User Guide](#)

Emailheads Login
EmailHeads.NET Log-in here to your Emailheads account.
User Name: las-marketing
Password:
LOG IN

RealQuest Login
RealQuest
There is an entry error within your account. Please talk to your Office Manager to update your RealQuest login information.
Login [Quick Tips](#) [Reference Guide](#)

My Helpdesk Tickets
UPDATE
The IT Group is pleased to announce the release of the Track-It Help Desk Ticketing system. When you login you will be able to view all your current and past helpdesk requests and their status. Click the link below and when prompted, enter your domain user id and password.
Click here to login: <http://helpdesk>

Employment Toolbox
• Signature Generator
• 2009 Holiday Schedule
• 2009 Payroll Schedule
• Expense Report rev 1.2009
• Employee Expense Policy & Procedure
• 2008 W-4

Benefits & Programs
John Hancock
401k Program
Anthem
Health Coverage - www.anthem.com/ca/m
RELIANCE STANDARD
Dental Coverage - www.rsk.com/dental-vision
VSP
Vision Coverage - www.vsp.com
BlueCross of California
Life Coverage - [Benefits Overview](#)
Aflac
Supplemental Insurance - www.aflac.com/us/en/policyholders/default.aspx

My Campaigns
Draft Campaigns
You have no Draft Campaigns
Ready Campaigns
• 533 - NorthPointeSavetheD
• 541 - DecaturCrossingIII
• 582 - SA LVived Starr
• 590 - MonteChristo
• 593 - PostJones
• 595 - DermodySublease
• 596 - 1441 Warm Springs
• 601 - 2605spectrum
• 606 - Henderson Lease
• 609 - DurangoAgate
• 612 - Decatur Crossing
• 626 - 1201 AmPac
• 631 - HCC Bldg 103
• 632 - Ponderosa
• 633 - Pebble Emaier
• 640 - SpencerMaule
• 641 - South Jones
• 662 - Lavour Corp Cntr
• 663 - Anthem DeWeb 1 of 2
• 664 - Anthem DeWeb 2 of 2
• 670 - HardRockLand
• 686 - WilliamLouise

Tip#1

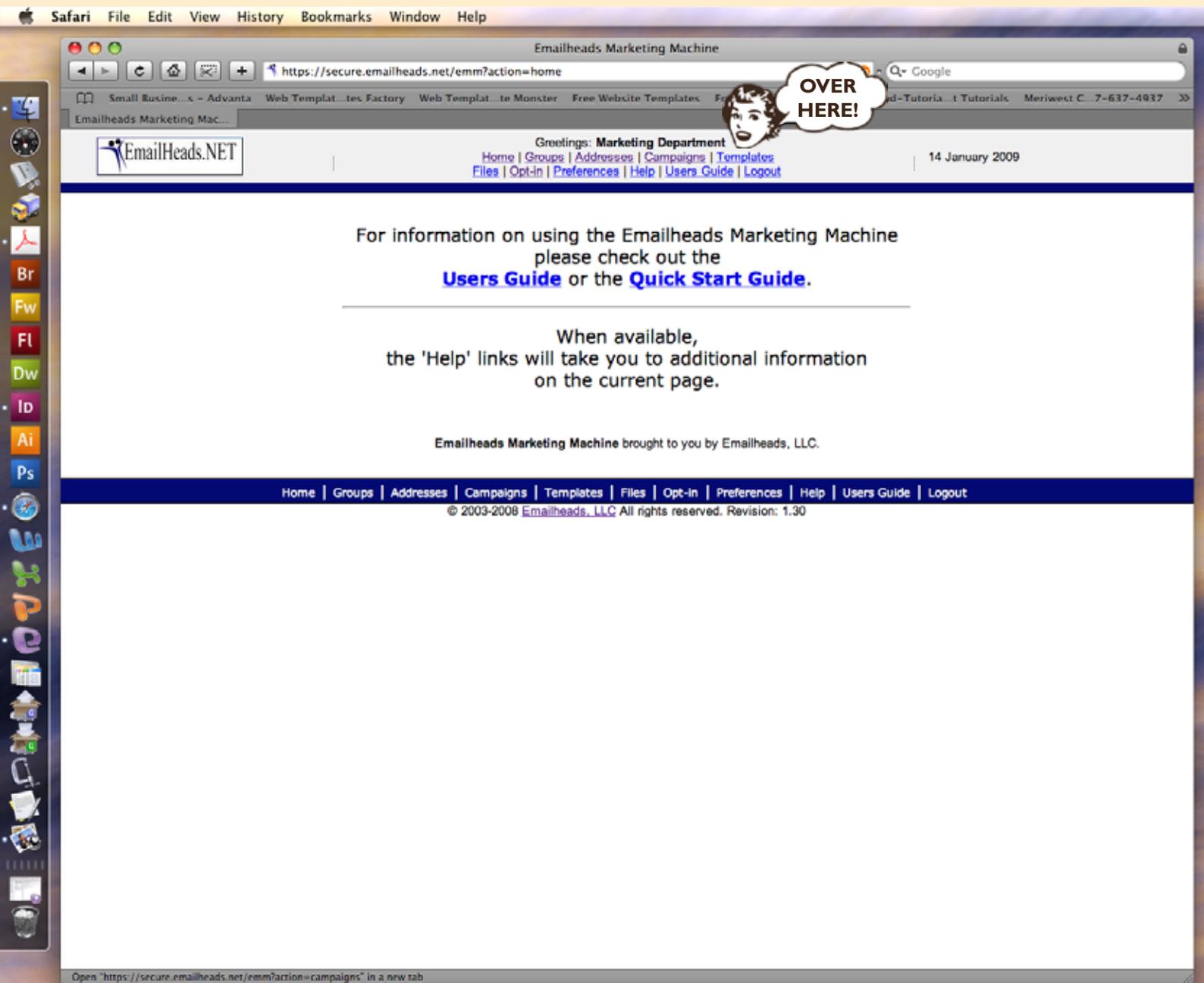
Your screen may look different, but the EmailHeads.Net login should be in the same location - the top right.

To begin we'll need to login to EmailHeads and copy the code from an existing email campaign.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing...
WE SHOULD TOO



Once you are in the EmailHeads.Net screen move your mouse over to the "Campaigns" section.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

Function Date Campaign Title Status Total Undelivered Delivered Bounced Removed Replied

Function	Date	Campaign Title	Status	Total	Undelivered	Delivered	Bounced	Removed	Replied
View Report	2008-04-18	Life 2008 Limited Foursomes Available	complete	800	0 (0%)	752 (94%)	48 (6%)	2 (0%)	3 (0%)
Edit		Properties Announcement	prelaunch	Campaign not launched					
View Report		Properties Announcement	complete	9024	0 (0%)	8124 (90%)	900 (10%)	31 (0%)	36 (0%)
View Report	2008-03-04	copy: Links For Life 2008 Save the Date	complete	511	0 (0%)	364 (71%)	147 (29%)	1 (0%)	1 (0%)
View Report	2008-02-20	Links For Life 2008 Save the Date	complete	513	0 (0%)	363 (71%)	150 (29%)	1 (0%)	1 (0%)
View Report	2007-11-26	copy: Fall Trends 2007 Invite	complete	1274	0 (0%)	1002 (79%)	272 (21%)	1 (0%)	5 (0%)
View Report	2007-11-02	Fall Trends 2007 Invite	complete	1276	0 (0%)	1007 (79%)	269 (21%)	2 (0%)	5 (0%)

Home | Groups | Addresses | Campaigns | Templates | Files | Opt-in | Preferences | Help | Users Guide | Logout
© 2003-2008 Emailheads, LLC All rights reserved. Revision: 1.30

With your list of campaigns shown, select to "View" the one you would like to duplicate into Craigslist.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

Safari File Edit View History Bookmarks Window Help

Emailheads Marketing Machine

https://secure.emailheads.net/emm?action=editcampaign&campaigns_id=21361

Small Business - Advanta Web Templates Factory Web Templates to Monster Free Website Templates Free Web Templates Good-Tutorials Tutorials Meriwest C. 7-637-4937

Emailheads Marketing Mac...

Greelings: **Marketing Department**
[Home](#) | [Groups](#) | [Addresses](#) | [Campaigns](#) | [Templates](#)
[Files](#) | [Opt-in](#) | [Preferences](#) | [Help](#) | [Users Guide](#) | [Logout](#)

14 January 2009

Campaign Information

Title	Links for Life 2008 Limited Foursomes Available
Type	Track HTML
Status	complete
Created on	2008-04-18 09:39:03
Launched on	2008-04-18 09:42:16
Completed on	2008-04-18 09:50:24

Message Header Information

Subject	Links for Life 2008 Limited Foursomes Available
From Address Description	mhurston@lvcolliers.com
From Addresses	System (selection other than 'System' might impact message reply statistics)
Reply Address	mhurston@lvcolliers.com

Message Body Information

Preview Message: Text Message HTML Message

Text-only message: Don't Miss Out!

Limited Foursomes & Sponsorships Available

The 13th Annual

Links for Life Golf Tournament

Anthem Country Club
##

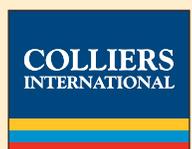
HTML message: Convert Text Message To HTML (Help)
 Overwrite HTML message (if it exists)
Or Enter your own HTML version of your message.

```
<html>
<head>
<title>Save The Date</title>
<meta http-equiv="Content-Type" content="text/html; charset=iso-8859-1">
</head>
<body bgcolor="#FFFFFF" leftmargin="10" topmargin="10" marginwidth="10" marginheight="10">
<!-- ImageReady Slices (Save The Date.jpg) -->

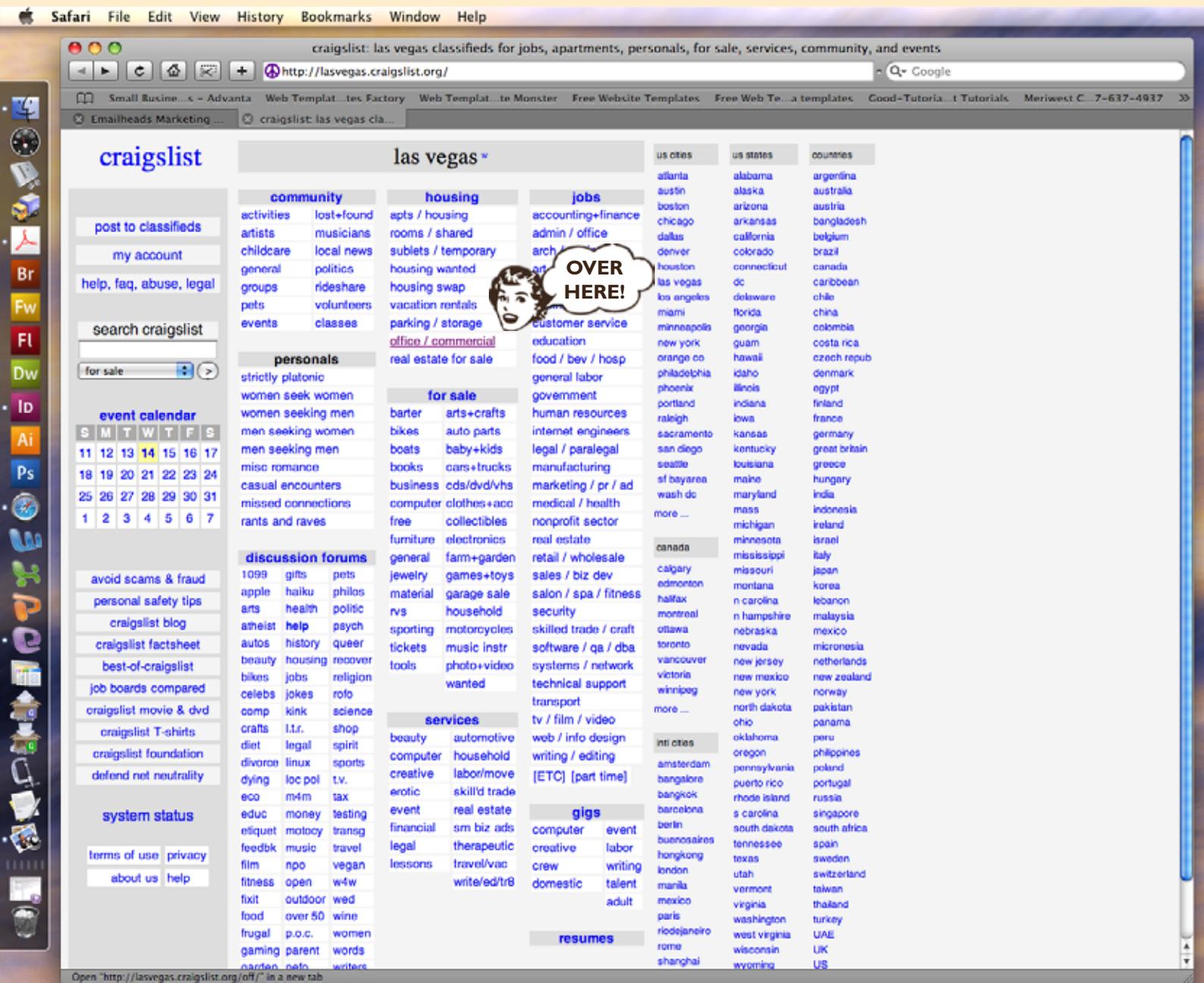
<map name="Map">
```

Once you have the campaign you would like to use on your screen, mouse over to the "HTML message" area. If you click inside this box and hit Control+A on your keyboard you will select all of the code you need, then hit Control+C to copy.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO



Once your code is copied, you can move on to Craigslist.com and select the Office & Commercial section.

Tip #2 You can technically use the Real Estate For Sale section, however your listing will be mixed in with residential listings as well if you do this.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

las vegas office & commercial classifieds - craigslist

http://lasvegas.craigslist.org/off/

las vegas craigslist > office & commercial [help] [post]

search for: in: office & commercial Search only search titles
rent: min max sqft: min max has image

[Wed, 14 Jan 10:01:41] [[stating a discriminatory preference in a housing post is illegal](#)] [[housing forum](#)] [[PERSONAL SAFETY TIPS](#)] [[AVOIDING SCAMS & FRAUD](#)] [[success story?](#)]

Wed Jan 14

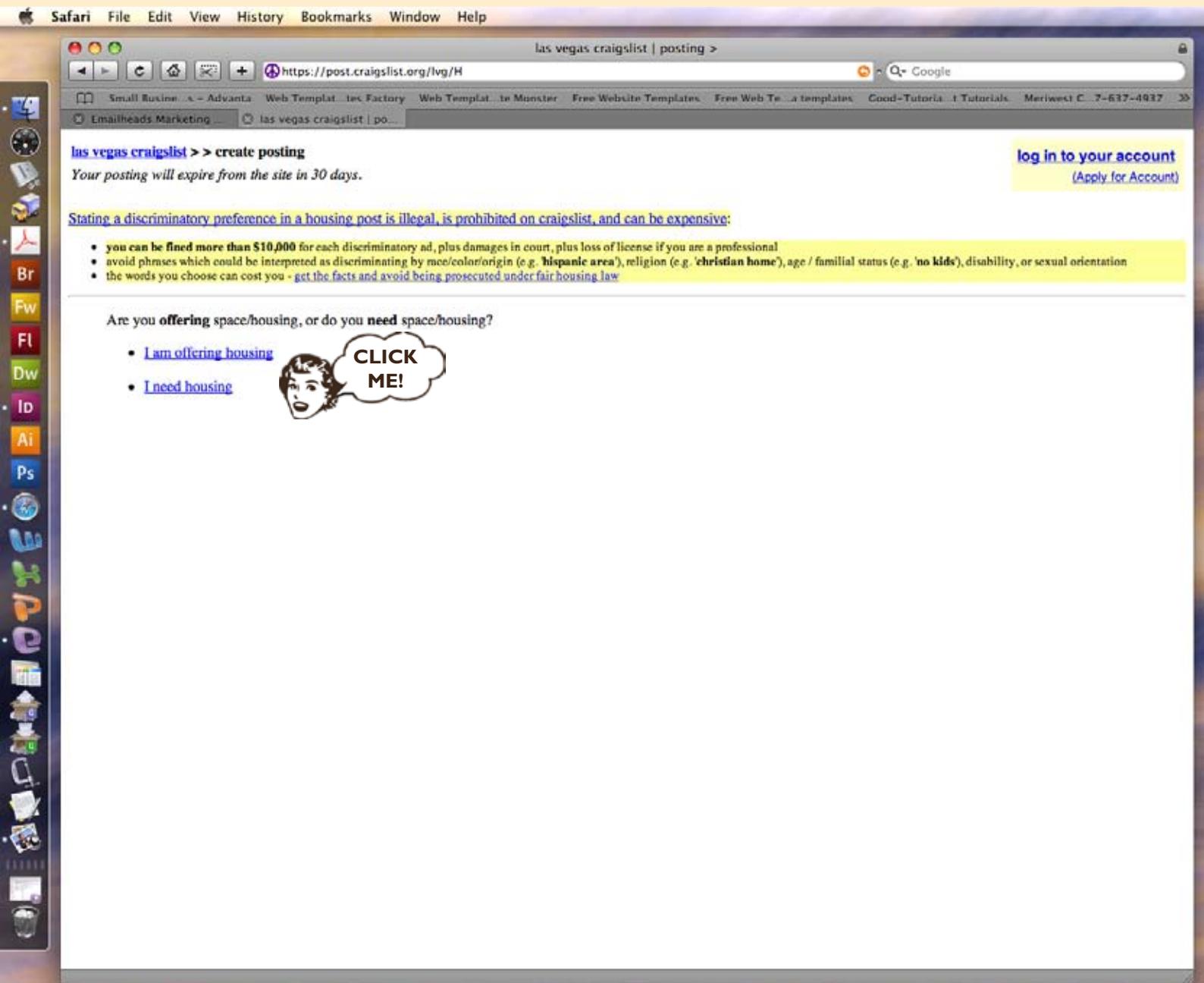
- [2965ft² - Retail With Good Visibility **\\$5.75 Sq Ft., FLEXIBLE LEASE** - \(Sunset - Eastern\) pic](#)
- [Warehouse With Office UP TO 6 FREE MONTHS RENT * \\$48 Sq Ft - \(\\$.48 Sq Ft\)](#)
- [\\$500 Full time Executive Office! Fully furnished and ready to start working - \(Eastern / Coronado Center Dr.\) img](#)
- [\\$25 per hour - Make us the perfect choice for your next meeting!! - pic](#)
- [\\$800 Team Space Available - \(Las Vegas\) pic](#)
- [\\$500 Henderson Office Space - \(Las Vegas\) pic](#)
- [\\$770 / 150ft² - WaterMark Executive Suites with Putting Greens & Golf Course Views - \(W. Cheyenne & Darango\) pic](#)
- [\\$1800000 MEDICAL/PROFESSIONAL BUILDING FOR SALE - \(Near Mountain View Hospital\) pic](#)
- [\\$1 / 1ft² - MEDICAL/ROFESSIONAL OFFICE FOR LEASE - \(Northwest , Near MV Hospital\) pic](#)
- [204ft² - Presidential Suites -](#)
- [Spacious New Office Spaces - \(NW\) pic](#)
- [Office Warehouse Units for Sale - 5000+ sq.ft. owner/user/investment - \(Southwest - Las Vegas\) pic](#)
- [Virtual Offices - Business License Hanging, Mail Service & More!!! - \(Warm Springs Rd./Bermuda\) img](#)
- [\\$495 / 150ft² - Executive Suite - Phone, Internet, Fax & More!!! - \(Warm Springs Rd./Bermuda\) img](#)
- [DOWNTOWN CHARLESTON RETAIL-MARKET/HAIR/RESTAURANT - \(CHARLESTON & CASINO CTR\)](#)
- [BAR-LOUNGE-TAVERN-SLOTS - \(ON CHARLESTON AT CASINO CENTER\)](#)
- [\\$1 / 1200ft² - retail or office space - \(s nellis blvd & dessert inn blvd\)](#)
- [STUDIO/CLASSROOM SPACE: KARATE-YOGA-DANCE-ART-PHOTOGRAPHY - \(DOWNTOWN LAS VEGAS\)](#)
- [OFFICES FOR RENT - \(Downtown las vegas\)](#)

This next screen is where your listing and others will appear, and where you can search for properties. In the top right corner you will see the [post] link. Select this to start a posting.

Prepared by:
Michael G. Hurston
Graphics Department Manager

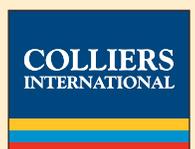


Information & Technology is Advancing... WE SHOULD TOO



This next screen can be a bit misleading, but in general if you are listing a building for sale or lease you will be considered as "offering housing" as far as the system is concerned.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

Safari File Edit View History Bookmarks Window Help

las vegas craigslist | posting >

https://post.craigslist.org/lvg/H?want=n

Small Business - Advanta Web Template - Inc Factory Web Template - to Monster Free Website Templates Free Web Te... templates Good-Tutoria... Tutorials Meriwest C. 7-637-4937

Emailheads Marketing ... las vegas craigslist | po...

las vegas craigslist >> create posting

Your posting will expire from the site in 30 days.

log in to your account
(Apply for Account)

Stating a discriminatory preference in a housing post is illegal, is prohibited on craigslist, and can be expensive:

- you can be fined more than \$10,000 for each discriminatory ad, plus damages in court, plus loss of license if you are a professional
- avoid phrases which could be interpreted as discriminating by race/color/origin (e.g. 'hispanic area'), religion (e.g. 'christian home'), age / familial status (e.g. 'no kids'), disability, or sexual orientation
- the words you choose can cost you - [get the facts and avoid being prosecuted under fair housing law](#)

Please choose a category:

- [rooms and shares](#)
- [apts/housing for rent](#) (no shares, roommates, or sublets please!)
- [housing swap](#)
- [office & commercial](#)
- [parking & storage](#)
- [real estate - by broker](#)
- [real estate - by owner](#)
- [sublets & temporary](#)
- [vacation rentals](#)

New category needed? Suggest one [here](#)

[Need help?](#)

HERE I AM!

You can post your listing in these various real estate related areas. For the most part you will be posting Colliers related listings within the Office & Commercial section.

Tip #3 Remember Tip 2 - Posting in the Real Estate By Owner/Broker sections will have your listing show up with many residential listings.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

Safari File Edit View History Bookmarks Window Help

las vegas craigslist | posting > office & commercial

https://post.craigslist.org/lvg/H/off/none/x

Small Business - Advanta Web Template Factory Web Template Monster Free Website Templates Free Web Templates Good-Tutorials Tutorials Meriwest C. 7-637-4937

Emailheads Marketing las vegas craigslist | po...

las vegas craigslist > office & commercial > create posting

Your posting will expire from the site in 30 days.

log in to your account
(Apply for Account)

Stating a discriminatory preference in a housing post is illegal, is prohibited on craigslist, and can be expensive:

- you can be fined more than \$10,000 for each discriminatory ad, plus damages in court, plus loss of license if you are a professional
- avoid phrases which could be interpreted as discriminating by race/color/origin (e.g. 'hispanic area'), religion (e.g. 'christian home'), age / familial status (e.g. 'no kids'), disability, or sexual orientation
- the words you choose can cost you - [get the facts and avoid being prosecuted under fair housing law](#)

Required fields are in green - please avoid ALL CAPS and unnecessary symbols.

Rent: SqFt Posting Title: Specific Location:

\$

Posting Description:

```
<map name="Map">
<area shape="rect" coords="69,314,235,327" href="mailto:buiagalelei@lvcolliers.com">
<area shape="rect" coords="200,382,392,396"
href="http://www.lvcolliers.com/linksforlife/2008/Golf_LAS/SponsorshipForm.pdf"> <area
shape="rect" coords="403,382,598,395"
href="http://www.lvcolliers.com/linksforlife/2008/Golf_LAS/RegistrationForm.pdf">
</map>
<!-- End ImageReady Slices -->
</body>
</html>
```

PASTE HERE!

Your Email address:

Type email address again:

use this email address as my reply-to

reply to: hous-xxxxxxx@craigslist.org (craigslist anonymizes your real address)

do not show any email address (be sure to put other contact info in your posting!)

Address Info: (a map link will be created from this information)

Street:(number not necessary): Nearest Cross Street: City: State:

Add / Edit Images

Permissions:

ok for others to contact you about other services, products or commercial interests

Continue

Here is where you will post your listings information, as well as paste the HTML from your EmailHeads.Net campaign into Craigslist. Everything with a green highlight are required fields, the rest are optional.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing...
WE SHOULD TOO

las vegas craigslist | posting > office & commercial

https://post.craigslist.org/lvg/H/off/none/x/OmIR8Y8FCNKI9OwP/sh4yi

las vegas craigslist > office & commercial > create posting

Your posting will expire from the site in 30 days.

log in to your account
(Apply for Account)

Stating a discriminatory preference in a housing post is illegal, is prohibited on craigslist, and can be expensive:

- you can be fined more than \$10,000 for each discriminatory ad, plus damages in court, plus loss of license if you are a professional
- avoid phrases which could be interpreted as discriminating by race/color/origin (e.g. 'hispanic area'), religion (e.g. 'christian home'), age / familial status (e.g. 'no kids'), disability, or sexual orientation
- the words you choose can cost you - [get the facts and avoid being prosecuted under fair housing law](#)

The following ad will be posted to **las vegas craigslist** for **mhurston@lvcolliers.com**:

Colliers International - Mountain View Industrial Park (MVIP)

Reply to: [your anonymous craigslist address will appear here](#)

Date: 2009-01-14, 10:13AM PST

MOUNTAIN VIEW INDUSTRIAL PARK COLLIERS INTERNATIONAL

HOME | MAP | BROCHURE

LAS VEGAS INDUSTRIAL DEVELOPMENT

FOR SALE: ±4.8 ACRES | LOT M6B
SALES PRICE: \$1,160,000

Existing building & fully developed land available
Join the MVIP Users that have already broken ground!

Pat Marsh, SIOR pmarsh@lvcolliers.com Eric Molfetta emolfetta@lvcolliers.com
702-735-5700

Mountain View Industrial Park is a master

M6c
M6a- M6b 4.8 AC
5.9 AC 4.8 AC

NICE JOB!

Once you have all the information entered you will be able to preview your posting and make any last minute changes or additions.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

las vegas craigslist | posting > office & commercial

https://post.craigslist.org/lvg/H/off/none/x/OmlR8Y8fCNKI9OwP/sh4yi

Small Business - Advanta Web Templates Factory Web Templates to Monster Free Website Templates Free Web Templates Good-Tutorials Tutorials Meriwest C. 7-637-4937

Custom HTML Campaign... las vegas craigslist | po...

las vegas craigslist > office & commercial > create posting

Your posting will expire from the site in 30 days.

log in to your account
(Apply for Account)

Stating a discriminatory preference in a housing post is illegal, is prohibited on craigslist, and can be expensive:

- you can be fined more than \$10,000 for each discriminatory ad, plus damages in court, plus loss of license if you are a professional
- avoid phrases which could be interpreted as discriminating by race/color/origin (e.g. 'hispanic area'), religion (e.g. 'christian home'), age / familial status (e.g. 'no kids'), disability, or sexual orientation
- the words you choose can cost you - [get the facts and avoid being prosecuted under fair housing law](#)

Terms of Use

1. ACCEPTANCE OF TERMS

craigslist provides a collection of online resources, including classified ads, forums, and various email services, (referred to hereafter as "the Service") subject to the following Terms of Use ("TOU"). By using the Service in any way, you are agreeing to comply with the TOU. In addition, when using particular craigslist services, you agree to abide by any applicable posted guidelines for all craigslist services, which may change from time to time. Should you object to any term or condition of the TOU, any guidelines, or any subsequent modifications thereto or become dissatisfied with craigslist in any way, your only recourse is to immediately discontinue use of craigslist. craigslist has the right, but is not obligated, to strictly enforce the TOU through self-help, community moderation, active investigation, litigation and prosecution.

2. MODIFICATIONS TO THIS AGREEMENT

We reserve the right, at our sole discretion, to change, modify or otherwise alter these terms and conditions at any time. Such modifications shall become effective immediately upon the posting thereof. You must review this agreement on a regular basis to keep yourself apprised of any changes. You can find the most recent version of the TOU at:

<http://www.craigslist.org/about/terms.of.use.html>

3. CONTENT

You understand that all postings, messages, text, files, images, photos, video, sounds, or other materials ("Content") posted on, transmitted through, or linked from the Service, are the sole responsibility of the person from whom such Content originated. More specifically, you are entirely responsible for each individual item ("Item") of Content that you post, email or otherwise make available via the Service. You understand that craigslist does not control, and is not responsible for Content

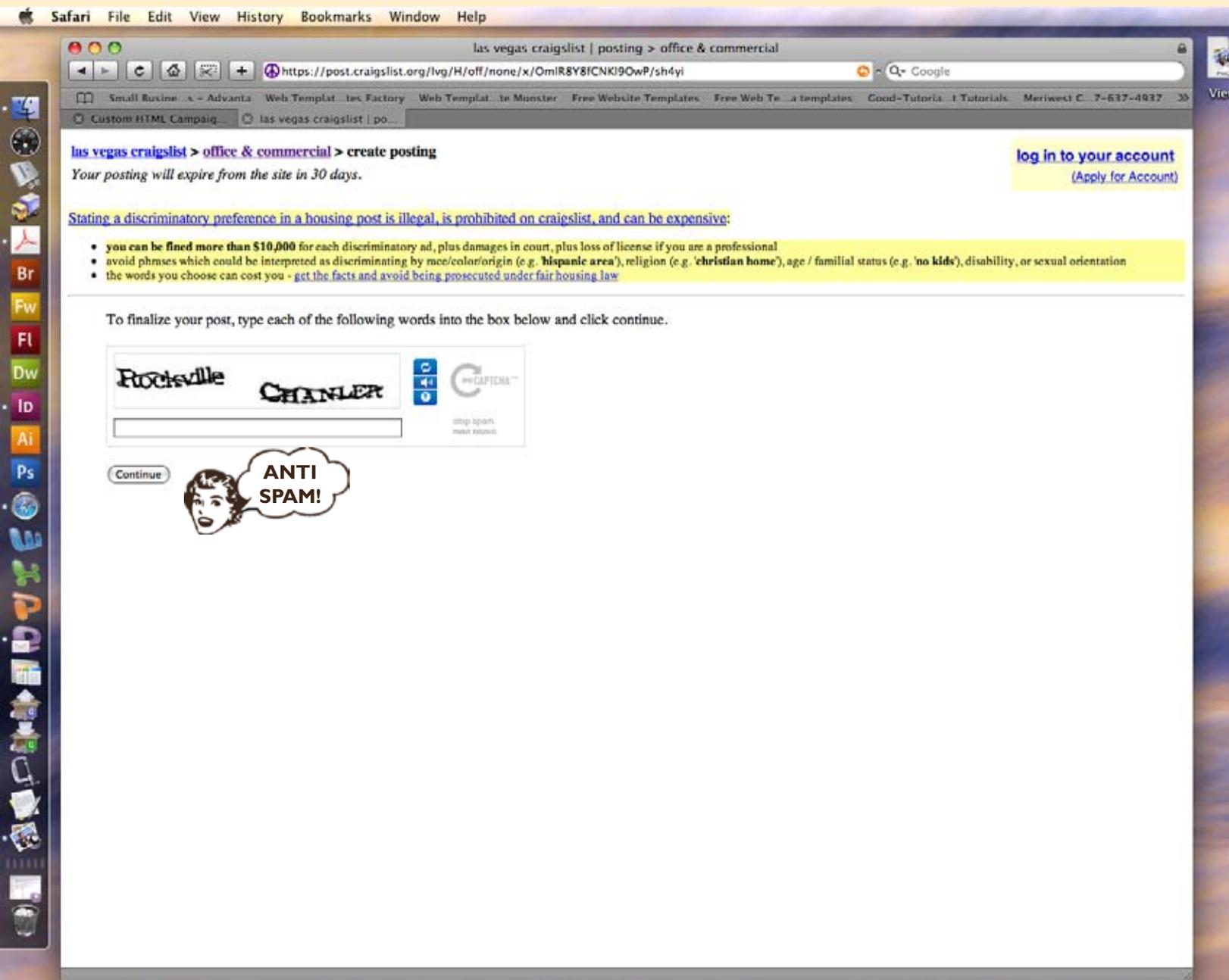
ACCEPT the terms of use DECLINE the terms of use

This is the Craigslist Terms of Use. You will have to agree to abide by their rules if you wish to use their services.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO



Craigslist uses a random word/phrase generator as part of their anti-spam protection.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO

las vegas craigslist | posting > office & commercial

https://post.craigslist.org/lvg/H/off/none/x/OmIR8Y8FCNKI9OwP/sh4yi

las vegas craigslist > office & commercial > create posting

Your posting will expire from the site in 30 days.

log in to your account
(Apply for Account)

Stating a discriminatory preference in a housing post is illegal, is prohibited on craigslist, and can be expensive:

- you can be fined more than \$10,000 for each discriminatory ad, plus damages in court, plus loss of license if you are a professional
- avoid phrases which could be interpreted as discriminating by race/color/origin (e.g. 'hispanic area'), religion (e.g. 'christian home'), age / familial status (e.g. 'no kids'), disability, or sexual orientation
- the words you choose can cost you - [get the facts and avoid being prosecuted under fair housing law](#)

You will receive an email shortly, containing a link that will allow you to:

- publish your ad
- edit your ad
- delete your ad

KEEP THIS EMAIL -- you will need it to delete your ad when you are done with it.

If you don't receive this email, please consult our [help pages](#)

Tired of waiting for the posting email?
[Create a craigslist account](#) and see your ads instantly when you post while logged in!

Thanks for using craigslist!

- [start another posting](#)
- [return to the las vegas craigslist homepage](#)

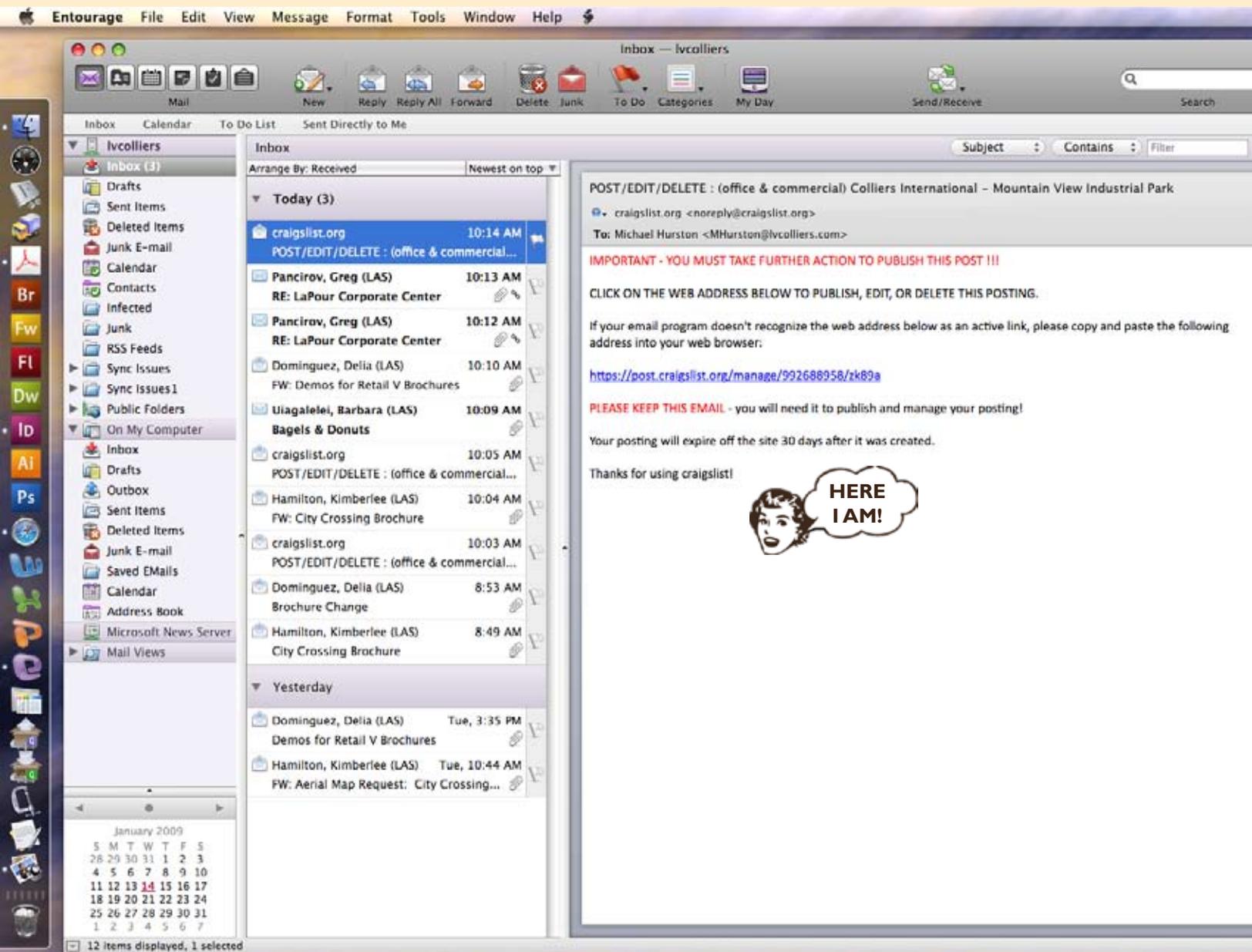
GOOD JOB!

You're not done yet. You will still need to check the confirmation email in your Outlook inbox.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing... WE SHOULD TOO



The Craigslist confirmation email will look something like this.

Prepared by:
Michael G. Hurston
Graphics Department Manager



Information & Technology is Advancing...
WE SHOULD TOO

You can make any final changes by selecting the Edit button or you can have it go live by selecting Publishing.

Prepared by:
Michael G. Hurston
Graphics Department Manager





Information & Technology is Advancing...
WE SHOULD TOO



Congratulations

If all went well you have successfully
completed your first Craigslist ad

Prepared by:
Michael G. Hurston
Graphics Department Manager

