consultech
TECHNOLOGY • SERVICES • PARTNERSHIPS

ConsulTech is a local business IT provider.   We have partnered with the Bloomington Board of Realtors® for numerous services for over 20 years and are committed to providing quality and timely service to its members. Currently ConsulTech provides the following services:

- E-mail hosting and management to Realtor® members for BBOR provided E-mail service;
- IDX services for custom Broker and Agent websites with direct access to current listings;
- Discounted technical services for all members; ranging from printer installation to managing office servers.

Discounted Technical Services

As a member of the BBOR you automatically get a discount on our hourly rate for IT services. At the time of writing our standard rate is $95. As a member you are eligible for our **discounted rate of $78/hour.** If you need technical help we can provide it. Please let us know how we can help you!

E-mail Hosting & Set Up

ConsulTech hosts and manages the Homefinder.org email server, which is your official Realtor® member e-mail, used exclusively for BBOR member communications. ConsulTech also provide Help Desk services **at no charge** to members who need help setting up, accessing, or resolving problems relating to their e-mail.

To access your BBOR member e-mail via the web go to: https://mail.homefinder.org (SSL)

Member E-mail Address: FirstName.LastName@homefinder.org

Password: BL+9Digit NRDS# (you will be prompted to change upon first log on – we recommend complex passwords that do not include your name and cannot easily be guessed in order to prevent hackers from accessing your email, **15 character minimum**)

To setup e-mail in Microsoft Outlook or other e-mail programs:
- Select POP or IMAP
- **Account name or username:** Use your full email address: firstname.lastname@homefinder.org
- **Incoming mail server secure (SSL):** mx3.consultech.net   POP3 uses port 995; IMAP uses port 993
- **Outgoing mail server (SSL):** mx3.consultech.net - SMTP uses port 465
- Enable authentication for outgoing

You can also set up your account on mobile devices. Please feel free to contact us for help setting up them up.

Once your account is setup please feel free to contact us for assistance. You can email us at **helpdesk@consultech.net** or call the office at **812-323-8324** (Mon-Fri; 8:00-5:00). When contacting us after hours or on weekends please leave a voicemail detailing your specific issue and we'll get back to you as soon as possible.

If you use Gmail as your primary e-mail and want to forward your Homefinder e-mail to Gmail.

Please follow these steps to have Gmail POP your e-mail directly from your Homefinder account to Gmail. This is the preferred method (as opposed to forwarding) as it reduces issues with Gmail identifying good mail as spam. *NOTE: If you simply forward emails from homefinder.org to a Gmail account there is a likely chance some emails will be lost due to the way Gmail enforces certain spam standards. We HIGHLY RECOMMEND following these steps to prevent important emails from being lost in cyberspace:*

1. On your computer, sign in to the Gmail account you want to import to
2. In the top right, click Settings (the gear icon) then "Settings" from the drop-down
3. Click the "Accounts and import" tab
4. In the "Check mail from other accounts" section, click "Add a mail account"
5. Type the email address of the homefinder.org account, then click Next
6. Select "Import emails from my other account (POP3)" and click Next
7. Type your password for your homefinder.org account
8. In the "POP Server" box enter "mx3.consultech.net" and change the "Port" to "995"
9. Check the boxes next to the options below:
    -"Always use a secure connection (SSL) when retrieving mail"
    -"Label incoming messages"
    -Leave the other boxes unchecked.
10. Click Add Account.
11. On the next screen it will ask if you would like to be able to send mail as your homefinder.org address.
    -We suggest selecting "No" if this is not your primary address.
    -If you select "Yes", use the SMTP server "mx3.consultech.net" and change the "Port" to "465"
12. If you have any trouble following these steps or need other assistance with your homefinder.org email address, please contact the provider ConsulTech directly at 812-323-8324.