HOW TO CREATE
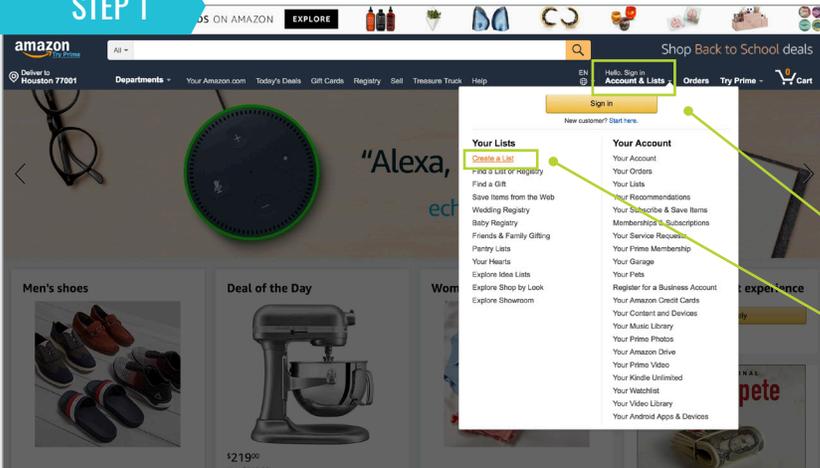# AN AMAZON LIST

STEP 1

amazon
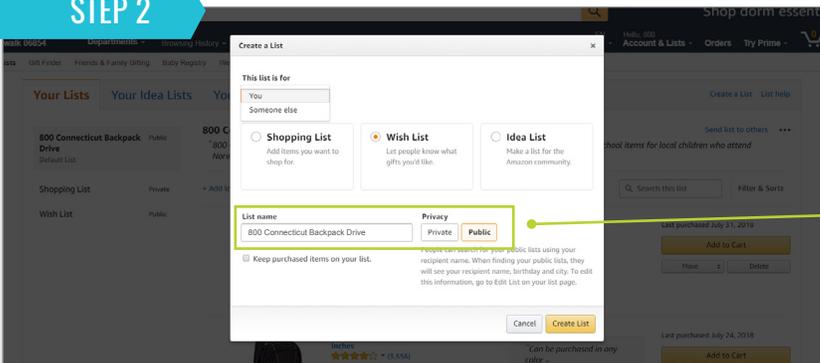
CREATE AN AMAZON ACCOUNT

- Using your CBRE email address and "Property Name" as your name.

- Under "Accounts & Lists" select "Create A List".

STEP 2

CHOOSE WHO YOUR LIST IS FOR

- Under "Create A List" you will have the option to choose if your list is for you or someone else. You can also create a name for your list and decide if it is public or private.

- Example shown chose "someone else", and named it "800 Connecticut Backpack Drive" and made sure it was set to "public".

- When asked to enter a recipient name, we put in "800 Connecticut" as the first name and "Backpack Drive" as the last name).

STEP 3
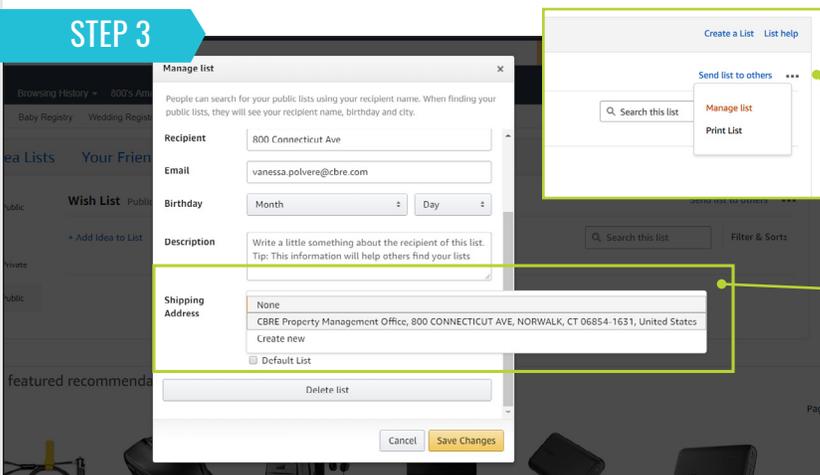
ENTER IN A DESCRIPTION

- Use the dotted icon to select "Manage List", where you can enter in a description of what this list is for and enter a shipping address to have items sent to.

- Example shown decided to have all backpack drive items shipped directly to the CBRE Property Management office.

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STEP 4
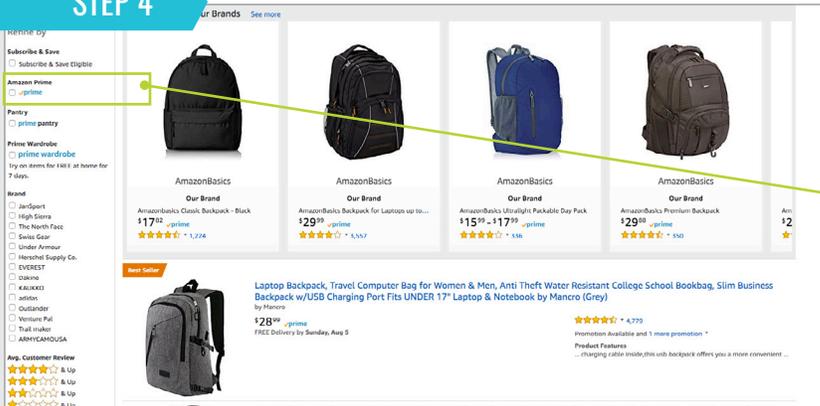
ADD ITEMS TO YOUR LIST

- Search for suggested items to purchase.

- Example shown narrowed down results by clicking "Amazon Prime" so all items listed would ship for free for companies or employees who are Prime members.
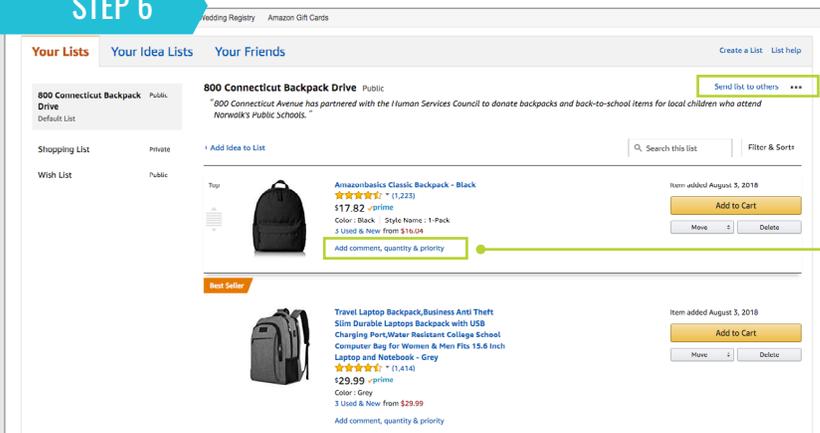
STEP 5

SELECT THE QUANTITY

- Select the quantity you would like and then choose the name of your list under "Add to List" (shown under the orange "Add to Cart" button).

STEP 6

EDITING & SHARING YOUR LIST

- Click "Send List to others" to get a sharable link to the list.

- You can click "Edit, Comment, Priority" to change the quantity you wish to receive or to prioritize the item, etc.