Matrix How To

Unsubscribe From Reverse Prospect Lists

If you do not want your contact information shared with agents who have listings that match the criteria of an auto email you have created you need to unsubscribe from Reverse Prospecting

Unsubscribe When Saving a New Auto Email

Remove the checkmark from "Make available for Reverse Prospecting" before Saving a new Auto Email

i Settings	
 Enabled Disabled 	
Concierge: 🗌 Enable concierge mode	
Make available for Reverse Prospecting Enable as a Favorite Search on Home tab (10 maximum)	1

To Unsubscribe When Auto Emails Have Already been Saved

Hover over "My Matrix"	My Matrix Prealist Tax
• Select "Auto Emails" 2	 Contacts My Listings My Information Saved Searches <u>Auto Emails</u> <u>Auto Emails</u> <u>Status Subject</u>
	CMAs Image: Settings Image: Settings Portal Greeting Image: Settings Image: Settings Image: Portal Gre
 Click the drop down arrow next to the auto er interest 	mail of Settings Criteria Results Date Since Market Upda Status is 4
Click "Settings"	Latitude, Longitude is around 39.72, -105.18 Ordered by Status, Current Price descending Sent Email (3) Sent Email (3) New listings 2 CR Radius Search 1

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Unsubscribe From Reverse Prospect Lists

 Scroll to the setting section to remove the checkmark next to "Make available for Reverse Prospecting"

 Enabled Disabled Concierge: Enable concierge mode Make available for Reverse Prospecting Enable as a Favorite Search on Home tab (10 maximum) 		light Settings	
Concierge: Enable concierge mode 5 Make available for Reverse Prospecting Enable as a Favorite Search on Home tab (10 maximum)		Enabled Disabled	
Make available for Reverse Prospecting		Concierge: Enable concierge mode	
		Make available for Reverse Prospecting	
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Click "Save"	 Click "Save" 		E Save