

Disable and Re-Enable an Auto Email

Matrix allows for Auto Emails to be disabled. A disabled Auto Email can be re-enabled at a later date.

- Hover over “**My Matrix**” 1
- Select “**Auto Emails**” 2
 - A list of your Auto Emails present 3

The screenshot shows the 'My Matrix' menu on the right with 'Auto Emails' selected. The main window displays a table of auto emails with columns for Status, Subject, Contact Name, BCC, Schedule, Concierge, Portal Visit, and Ref#. The table contains six entries, with the first three checked. Below the table are buttons for 'Delete', 'Disable', and 'Market Update'. A 'My Matrix' dropdown menu is open, showing options like Summary, Contacts, My Listings, My Information, Saved Searches, Auto Emails (selected), Sent Email, CMAs, Settings, and Portal Greeting.

Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit	Ref#
<input checked="" type="checkbox"/>	Jamies hOuse Test	Burke, Ry	-	ASAP	-	yesterday	0104
<input checked="" type="checkbox"/>	Subject	Burke, Ry	-	-	6	never	0186
<input checked="" type="checkbox"/>	Weekend test of concierge	Burke, Ry	Yes	-	112	never	0104
<input type="checkbox"/>	Cow Properties	Lennox, Annie	-	Daily	-	never	0111
<input type="checkbox"/>	Castle Rock Town Homes	Waits, Tom	-	ASAP	-	09/10/2013	0160
<input type="checkbox"/>	CR Radius Search	Waits, Tom	-	ASAP	-	Wednesday	0160

- Place a **check mark** next to the auto emails you wish to disable 4
- Click “**Disable**” 5



Reactive a disabled Auto Email

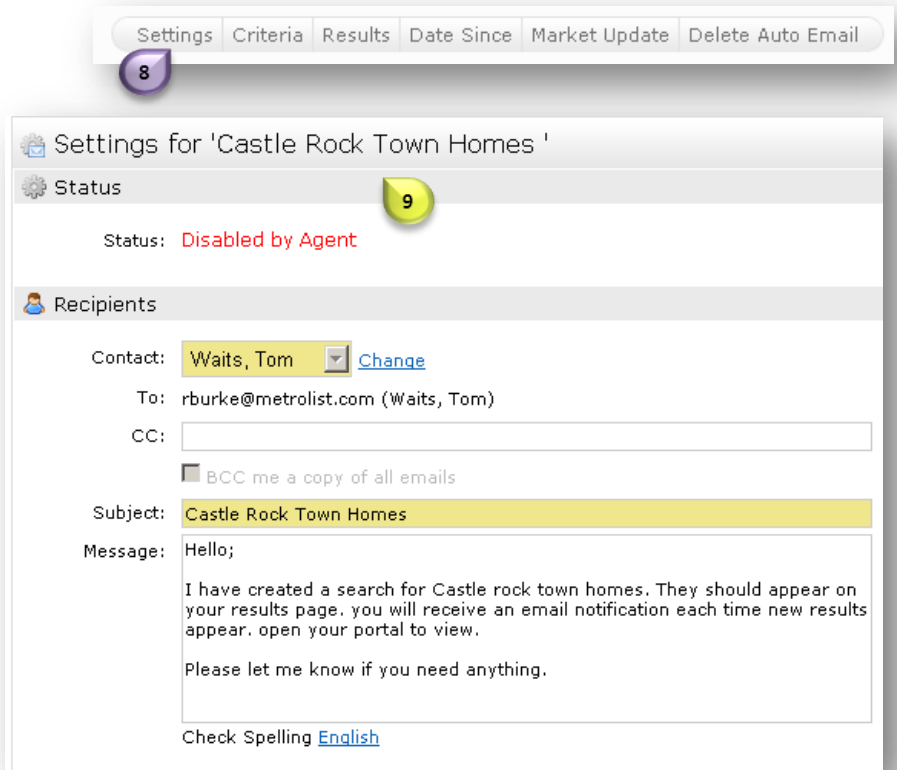
- Follow steps 1 -3 above
- Click on the drop down arrow next to the auto email of interest 6
 - The selection will expand
 - A button bar will present 7

The screenshot shows the details of a disabled auto email for 'Castle Rock Town Homes' by 'Waits, Tom'. The status is 'Active'. The property sub-type is 'Attached Single Family'. The table below shows the criteria and results for the auto email.

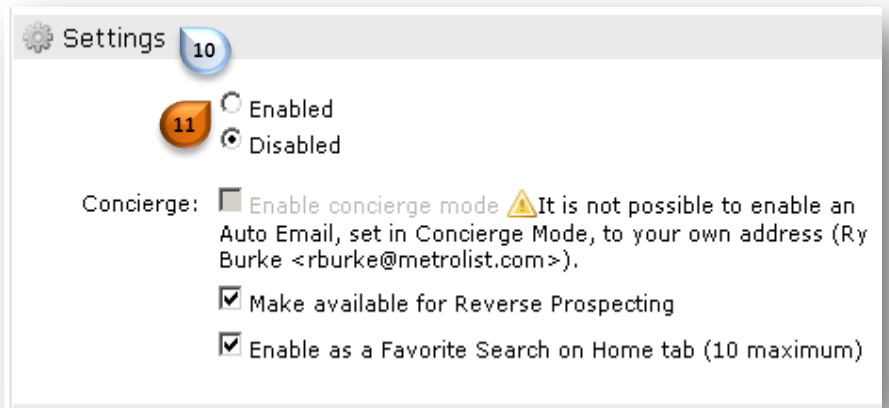
Criteria	Results
Status is 'Active'	
Property Sub Type is 'Attached Single Family'	
Beds Total is 2	
Latitude, Longitude is around 39.35, -104.85	
Ordered by Status, Current Price descending	



Buttons: Settings, Criteria, Results, Date Since, Market Update, Delete Auto Email. Last Run: Monday. Sent Email (2)

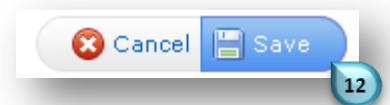
- Select “**Settings**” 
- A Settings window will present with the name of the auto email and a Disabled Status 



- Scroll Down to the “**Settings**” section 



- Click “**Enable**” 
- Scroll to the bottom of the screen and click “**Save**” 



Note: Auto Emails can also be deleted. See [How to Delete Auto Emails](#)