Delete an Auto Email

- Hover over "**My Matrix**" ①

- Select "**Auto Emails**" ②
    - A list of your Auto Emails present ③

My Matrix ①

- Summary
- Contacts
- My Listings
- My Information
- Saved Searches
- Auto Emails ②
- Sent Email
- CMAs
- Settings
- Portal Greeting

Auto Emails (6) ③

Search: _____ Filter: ... choose a filter

		Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit	Ref#
☐	▼	✔	Jamies hOuse Test	Burke, Ry	-	ASAP		yesterday	0104
☑	▼	○	Subject	Burke, Ry	-	-	6	never	0186
☑	▼	○	Weekend test of concierge	Burke, Ry	Yes	-	112	never	0104
☐	▼	○	Cow Properties	Lennox, Annie	-	Daily		never	0111
☐	▼	✔	Castle Rock Town Homes	Waits, Tom	-	ASAP		09/10/2013	0160
☐	▼	✔	CR Radius Search	Waits, Tom	-	ASAP		Wednesday	0160

④

✖ Delete ⊘ Disable ⊞ Market Update

⑤

- Place a **check mark** next to the auto emails you wish to delete ④

- Select "**Delete**" ⑤

- A popup will appear verifying this request ⑥

- Click "**OK**" ⑦

The page at matrix.recolorado.com says: ✖

Are you sure you would like to delete the selected saved searches? ⑥

OK   Cancel

⑦

Note: Deleted Auto Emails cannot be recovered