

Search results can be emailed from the Matrix search **Results** tab 1

class

Criteria Map Results

Previous · Next · 1-3 of 3 Checked 3 All · None · Page Zip Single Line display Display Single Line at 50 per page

✓	MLS #	Sts	Style	Address	City	Zip	List/Sold \$	Beds	Baths	Total Sq Ft	Fin Sqft	Listing Office	TX	M
✓	1119115B	A	Ranch/1 Story	5500 E 72ND Avenue	Commerce City	80022	\$550,000	5	2	872	872	Mb Moser Real Estate Group	TX	M
✓	1174679B	A	Ranch/1 Story	8400 STEELE Street	Denver	80229	\$445,000	3	2	3360	1,680	Keller Williams Avenues Realty	TX	M
✓	1202746B	A	Ranch/1 Story	7000 MONACO Street	Commerce City	80022	\$137,000	3	1	1680	1,320	Mb Moser Real Estate Group	TX	M

Actions Refine Save Carts [1] · Previous · Next

Email Print CMA Directions Stats Export Quick CMA CloudCMA [2]

- Scroll down to locate the **Button Bar** 2

**Note:** The Button Bar is activated when you select at least one result by placing a check mark next to the property 3

- Click on “**Email**” 4

Actions Refine Save Carts

Email Print CMA Directions Stats Export Quick CMA CloudCMA [4]

Matrix presents 3 options

- 1 – Type an email address in the “**To**” field 1

**Note:** Matrix has “type ahead” functionality – If the complete address presents before you are done typing. Click on the complete address and the field will auto populate.

- When you have completed the desired fields click “**Send**” 2

Email 3 Listings

From: "Ry Burke" <rburke@metrolist.com>

To:

CC:  1

[Create a New Contact](#)

Bcc me a copy of this message.

Display: All customer displays are automatically available to your contact.

Subject:



Email Body:

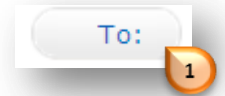
Characters Remaining: 4000  
Check Spelling [English](#)

Signature: Ry Burke  
888 888 8888



[Edit Your Signature](#)

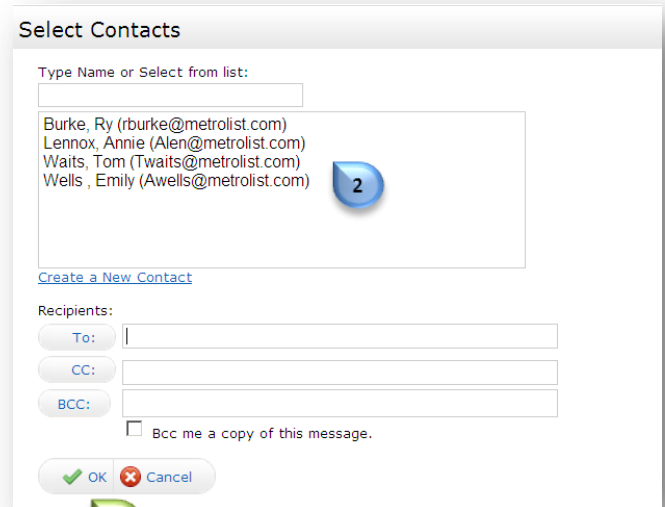
Cancel Preview **Send** 2

2 – Click the “To” button  to select an email address from your list of contacts 

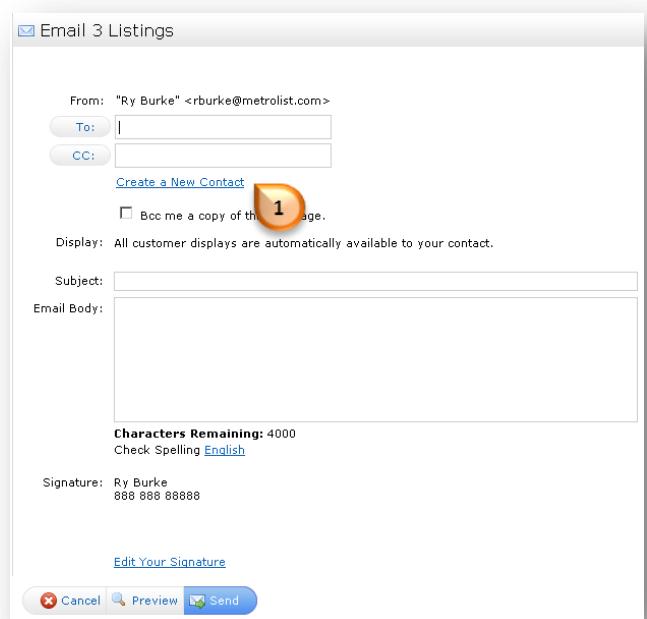





**Note:** These contacts must have been previously entered in Matrix.  
Please see [How To Import Contacts](#) for additional information

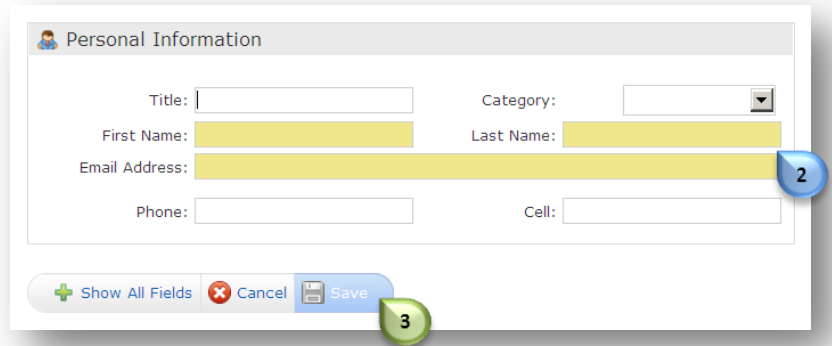
- When done click “OK” 
- The original email screen will present. Complete the desired fields and click “Send” 



3 – Click “Create a New Contact” 



- Enter first name, Last name, and an email address 
- When complete click **“Save”** 
- The original email screen will present. Complete the desired fields and click **“Send”** 



The screenshot shows a 'Personal Information' form with the following fields: Title, Category (dropdown), First Name, Last Name, Email Address, Phone, and Cell. The First Name, Last Name, and Email Address fields are highlighted in yellow. At the bottom of the form are three buttons: '+ Show All Fields', 'Cancel', and 'Save'. A blue callout bubble with the number '2' points to the First Name, Last Name, and Email Address fields. A green callout bubble with the number '3' points to the 'Save' button.



**Note:** Yellow fields are required in Matrix