

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:

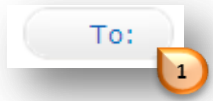
Characters Remaining: 4000
Check Spelling [English](#)

Signature: Ry Burke
888 888 8888



[Edit Your Signature](#)

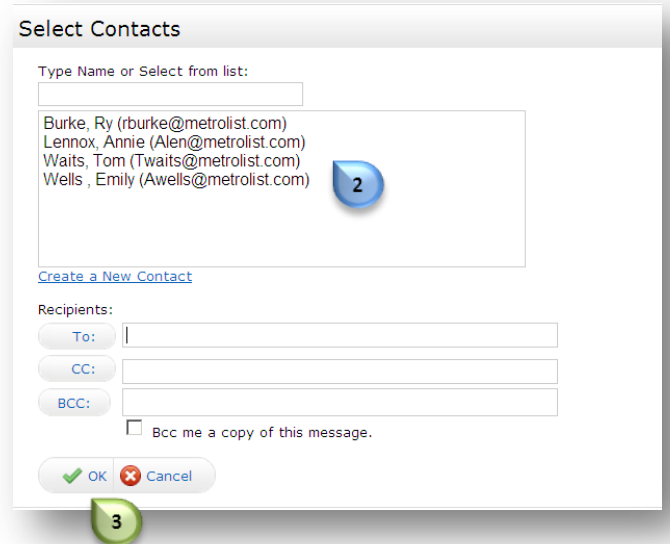
2

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

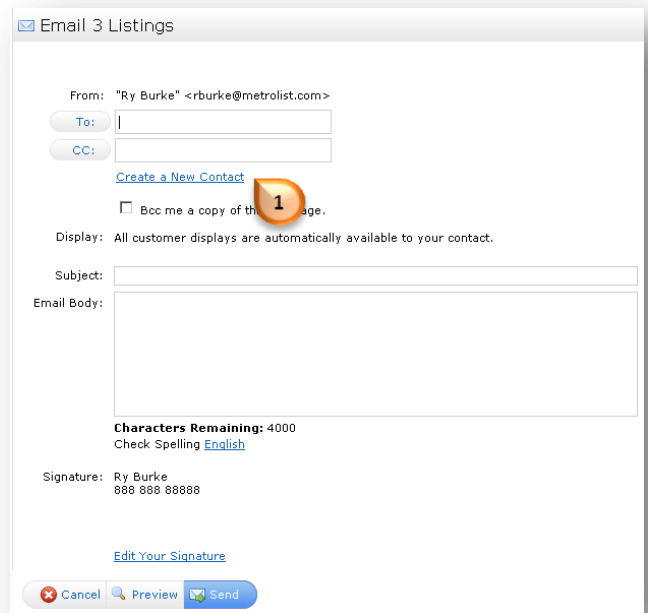





Note: These contacts must have been previously entered in Matrix.
Please see [How To Import Contacts](#) for additional information

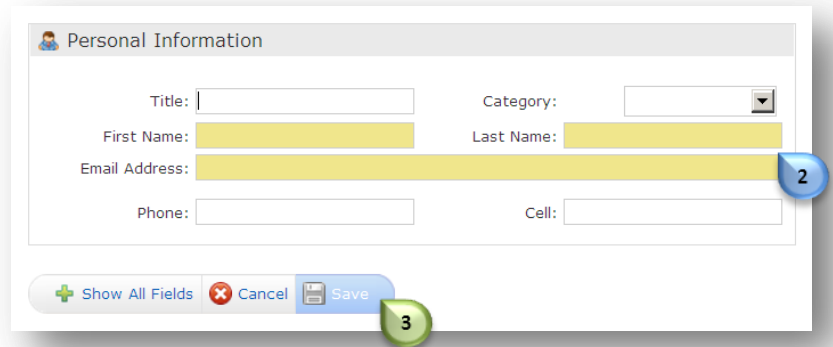
- When done click “**OK**” 
- The original email screen will present. Complete the desired fields and click “**Send**” 



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”** 






Personal Information

Title: Category:

First Name: Last Name:

Email Address:

Phone: Cell:

 Show All Fields  Cancel  Save



Note: Yellow fields are required in Matrix

