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.
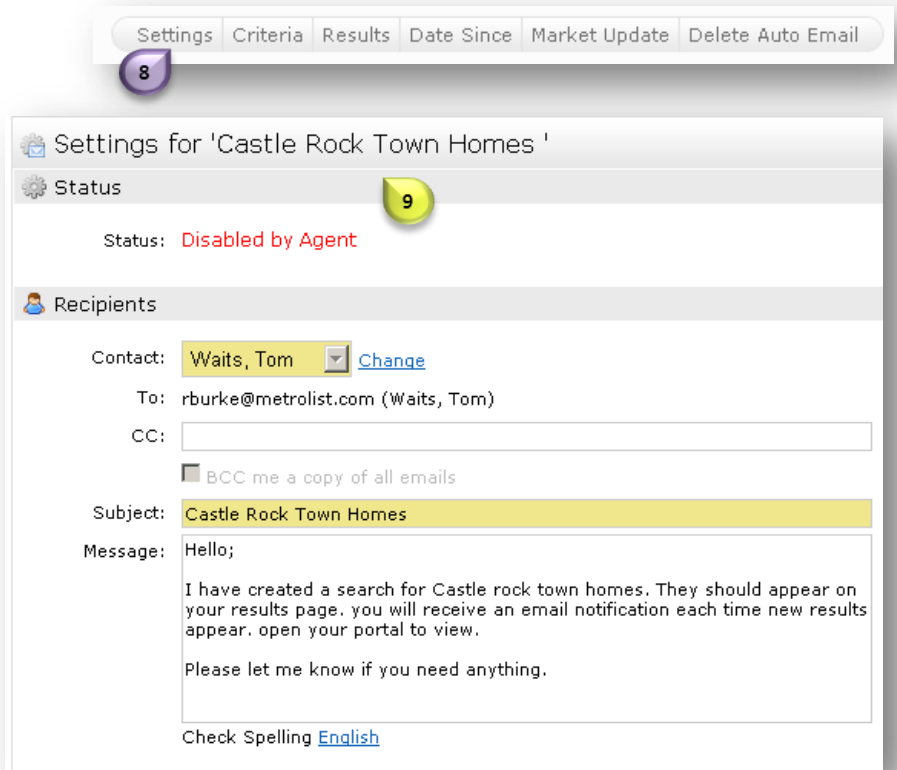
- Hover over "**My Matrix**" 1

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

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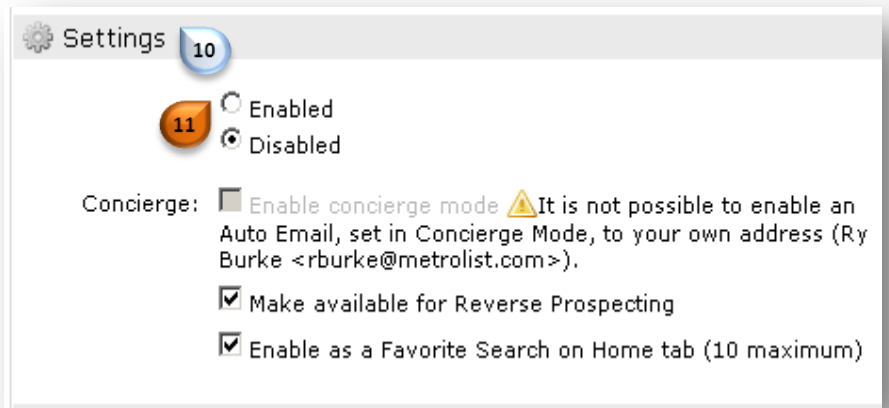
- Click "**Disable**" 5

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
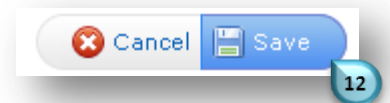   - A button bar will present 7

- Select "**Settings**" ⑧

  | Settings | Criteria | Results | Date Since | Market Update | Delete Auto Email |
  ⑧

- A Settings window will present with the name of the auto email and a Disabled Status ⑨

  ⚙ Settings for 'Castle Rock Town Homes '

  ⚙ **Status** ⑨

  Status: Disabled by Agent

  👤 **Recipients**

  Contact: Waits, Tom ▾ Change

  To: rburke@metrolist.com (Waits, Tom)

  CC:

  ☐ BCC me a copy of all emails

  Subject: Castle Rock Town Homes

  Message: Hello;

  I have created a search for Castle rock town homes. They should appear on your results page. you will receive an email notification each time new results appear. open your portal to view.

  Please let me know if you need anything.

  Check Spelling English

- Scroll Down to the "**Settings**" section ⑩

  ⚙ Settings ⑩

  ⑪ ○ Enabled
     ◉ Disabled

  Concierge: ☐ Enable concierge mode ⚠ It is not possible to enable an Auto Email, set in Concierge Mode, to your own address (Ry Burke <rburke@metrolist.com>).

  ☑ Make available for Reverse Prospecting

  ☑ Enable as a Favorite Search on Home tab (10 maximum)

- Click "**Enable**" ⑪

- Scroll to the bottom of the screen and click "**Save**" ⑫

  ❌ Cancel 💾 Save ⑫

Note: Auto Emails can also be deleted. See How to Delete Auto Emails