

Edit Contact Information From the Send Email Screen

Contact information can be edited from the **Send Email** form

From the **Results** tab **1** select the desired properties **2**

Search run 8:17 AM

Listing ID	St	SType	Address	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk	Ttl
3347085	A	SFR	4816 S Elk Way	Aurora	\$430,000	3	3	1,982	2,877	1,982	2	
7904288	A	SFR	5912 S Waco Street	Aurora	\$429,900	4	3	1,752	2,294	2,294	2	
6695936	A	SFR	7394 S Memphis Street	Aurora	\$429,500	3	3	1,765	2,237	1,765	2	
6863106	A	SFR	18328 E Lake Avenue	Aurora	\$422,500	3	3	1,767	2,220	1,767	2	
2416790	A	SFR	4992 S Eaton Parkway	Aurora	\$420,000	3	3	1,494	2,978	1,634	2	

Actions Refine Save Carts

Criteria Email Print CMA Directions Stats Export Quick CMA Cloud CMA ShowingTime

Click **"Email"** **3**

Click **"To:"** **4** and select the desired *contact* **5**

Click **"Edit Contact"** **6**

Email 2 Listings

From: "Allyson Fryar" <afryar@recolorado.com>

To:

CC:

Bcc me a copy

Display: All customer display

Subject:

Email Body:

Characters Remaining:

Signature: Allyson Fryar
REcolorado
afryar@recolorado.com
www.recolorado.com
Phone: 303-804-2615

Edit Your Signature

Cancel Preview Send

Select Contacts

Type Name or Select from list:

- Blair, Noelle
- Bogi, Martin and Marietta
- Brown, Sarah (rejewolfsohn)
- Enaib, Jeremy and Erin
- Giant, Jolly Green
- James, Michael
- Johnson, Larry
- Johnson, Philip and Barbara

Create a New Contact Edit Contact

Recipients:

To:

CC:

BCC:

Bcc me a copy of this message.

OK Cancel

Edit Contact Information From the Send Email Screen

Update the *Contacts' Personal Information*

Note: All fields highlighted in yellow are mandatory and must be completed before the information can be saved

Personal Information Enable Reverse Prospecting

Title: Category:

First Name: **Ally** Last Name: **Fryar**

Email Address: **afryar@recolorado.com**

Salutation:

Phone: Cell:

[+ Show All Fields](#) [✖ Cancel](#) [Save](#) **7**

Once the updated information is entered, click **"Save"** **7**

Click **"OK"** **8** to return to the **Send Email** screen

Select Contacts

Type Name or Select from list:

- Blair, Noelle**
- Bogi, Martin and Marietta
- Brown, Sarah (rejewlsohn)
- Enaib, Jeremy and Erin
- Giant, Jolly Green
- James, Michael
- Johnson, Larry
- Johnson, Philip and Barbara

[Create a New Contact](#) [Edit Contact](#)

Recipients:

To:

CC:

BCC:

Bcc me a copy of this message.

[✔ OK](#) [✖ Cancel](#) **8**