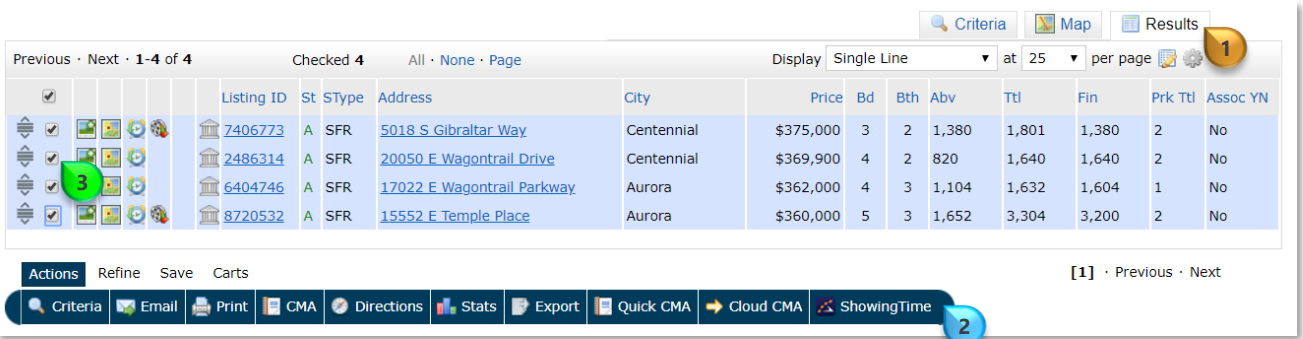



Matrix Search Results can be emailed from the **"Results"** tab 

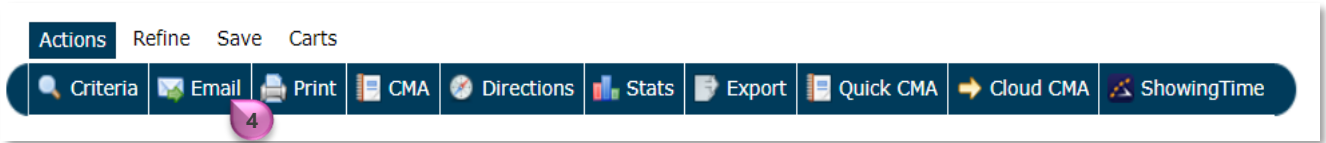


Listing ID	St	SType	Address	City	Price	Bd	Bth	Abv	Ttl	Fin	Prk Ttl	Assoc YN
7406773	A	SFR	5018 S Gibraltar Way	Centennial	\$375,000	3	2	1,380	1,801	1,380	2	No
2486314	A	SFR	20050 E Wagontrail Drive	Centennial	\$369,900	4	2	820	1,640	1,640	2	No
6404746	A	SFR	17022 E Wagontrail Parkway	Aurora	\$362,000	4	3	1,104	1,632	1,604	1	No
8720532	A	SFR	15552 E Temple Place	Aurora	\$360,000	5	3	1,652	3,304	3,200	2	No

Scroll down to the **Button Bar**  on any results screen

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

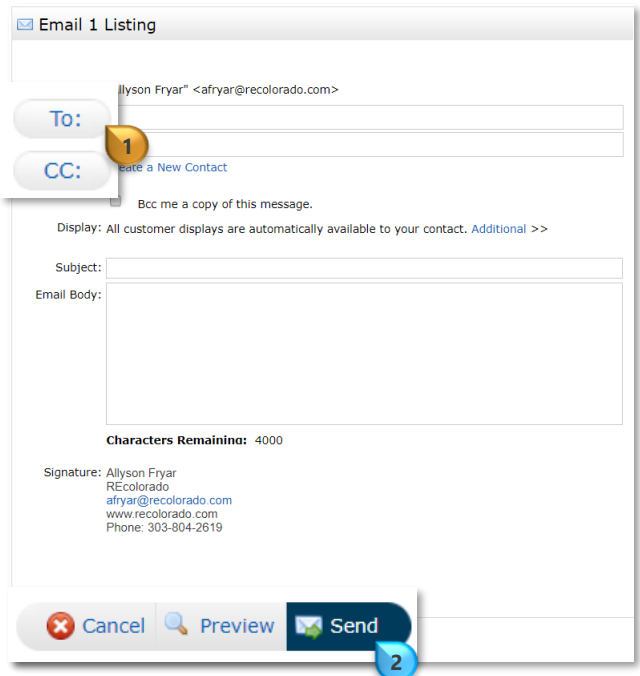
Click **"Email"** 



Matrix Presents 3 Email Options

1 – Type email address into the **"To:"** field 

When the desired fields have been completed click **"Send"** 



Email 1 Listing

To: Allyson Fryar\* <afryar@recolorado.com>

CC: Create a New Contact

Bcc me a copy of this message.

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

Subject:

Email Body:

Characters Remaining: 4000

Signature: Allyson Fryar  
REcolorado  
afryar@recolorado.com  
www.recolorado.com  
Phone: 303-804-2619

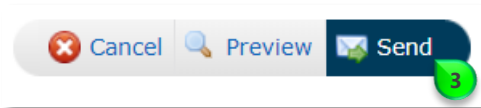
Cancel Preview Send

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**


Click “OK” 

Complete the desired fields and click  
“Send” 



**Select Contacts**

Type Name or Select from list:

Buyer, Betty (Bettybuyer@bettybuyer.com)   
 Class, Bill and Irene (bill@bill.com)  
 Darland, Ally (darland@darland.com)  
 Darland, Allyson (Allysondarlad@allysonDarld.com)  
 fryar, Ally and Andy (ally@ally.com)  
 Fryar, Ally And Tyler (afryar@recolorado.com, Tyler@tyler.com)  
 Fryar, Ally (afryar@recolorado.com)  
 Fryar, Ally (Fryar@fryar.com)

[Create a New Contact](#)


Recipients:

To:

CC:

BCC:


Bcc me a copy of this message.



3 – Click “Create a New Contact” 

Enter **First Name**, **Last Name**, and at least one  
**Email Address** 

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

When complete, click “Save” 


Email 3 Listings

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

To:

CC:

[Create a New Contact](#)

Bcc me a copy of  message.

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


Subject:

Email Body:

**Personal Information**

Title:  Category:

First Name:  Last Name:

Email Address:  

Phone:  Cell:

