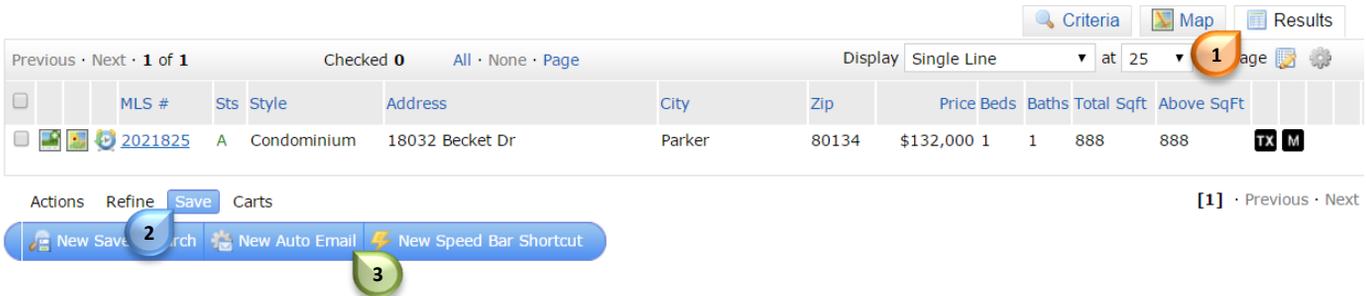


Generate a Search in Matrix

From the search **Results** tab  click **“Save”**  on the floating toolbar at the bottom of the page



MLS #	Sts	Style	Address	City	Zip	Price	Beds	Baths	Total Sqft	Above SqFt
2021825	A	Condominium	18032 Becket Dr	Parker	80134	\$132,000	1	1	888	888

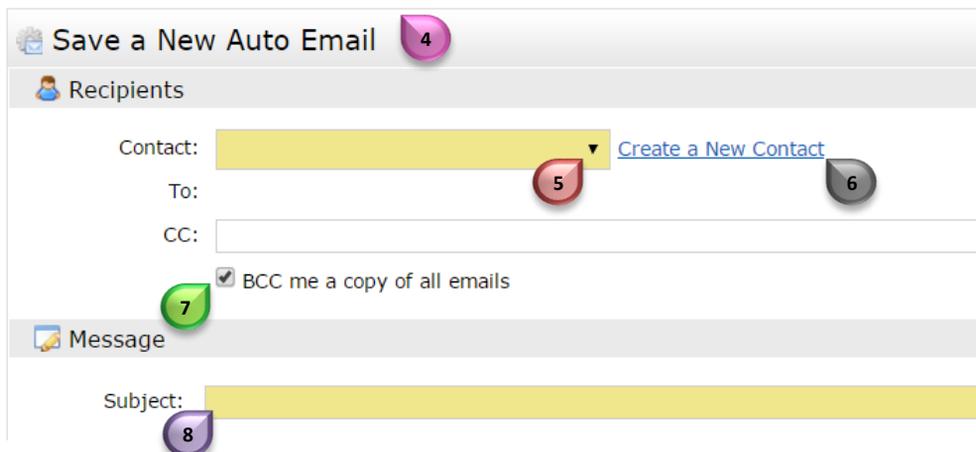
Actions Refine Save Carts

New Save New Auto Email New Speed Bar Shortcut

Click **“New Auto Email”**  on the button bar

Complete the **“Save a New Auto Email”** screen 

Note: All fields in yellow are mandatory and must be filled in



Save a New Auto Email 

Recipients

Contact: [dropdown] [Create a New Contact](#) 

To: 

CC: 

BCC me a copy of all emails 

Message

Subject: [text] 

Choose an existing contact by clicking on the **dropdown arrow**,  or click on **“Create a New Contact”** 

Check the **“BCC me a copy of all emails”**  to receive a copy of all Auto Email notifications that were sent to your client

In the **Subject**  field, create a name for the Auto Email that is easily recognizable by the client

A default message will present in both the **Welcome** and **Recurring Email** tabs. You have the option to customize both messages.



Verify your email **signature**



Choose the appropriate **“settings”**



Note: Concierge mode means that all results come to you – you decide which ones to forward to your client. Concierge Auto Emails cannot be scheduled. Please see How Use the Concierge Option

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/> All AM	<input checked="" type="checkbox"/> AM						
<input type="checkbox"/> All PM	<input type="checkbox"/> PM						



Select the desired **“schedule”**



Click **“Save”**

