

Delete an Auto Email

- Hover over “My Matrix” 1
- Select “Auto Emails” 2
 - A list of your Auto Emails present 3

The screenshot shows the 'My Matrix' navigation menu on the right, with 'Auto Emails' selected. The main area displays a table of auto emails. The table has columns for Status, Subject, Contact Name, BCC, Schedule, Concierge, Portal Visit, and Ref#. The first two rows are checked for deletion. At the bottom, there are buttons for 'Delete', 'Disable', and 'Market Update'.

Status	Subject	Contact Name	BCC	Schedule	Concierge	Portal Visit	Ref#
<input checked="" type="checkbox"/>	Jamies hOuse Test	Burke, Ry	-	ASAP	-	yesterday	0104
<input checked="" type="checkbox"/>	Subject	Burke, Ry	-	-	6	never	0186
<input checked="" type="checkbox"/>	Weekend test of concierge	Burke, Ry	Yes	-	112	never	0104
<input type="checkbox"/>	Cow Properties	Lennox, Annie	-	Daily	-	never	0111
<input type="checkbox"/>	Castle Rock Town Homes	Waits, Tom	-	ASAP	-	09/10/2013	0160
<input type="checkbox"/>	CR Radius Search	Waits, Tom	-	ASAP	-	Wednesday	0160

- Place a **check mark** next to the auto emails you wish to delete 4
- Select “Delete” 5
- A popup will appear verifying this request 6
- Click “OK” 7



Note: Deleted Auto Emails cannot be recovered