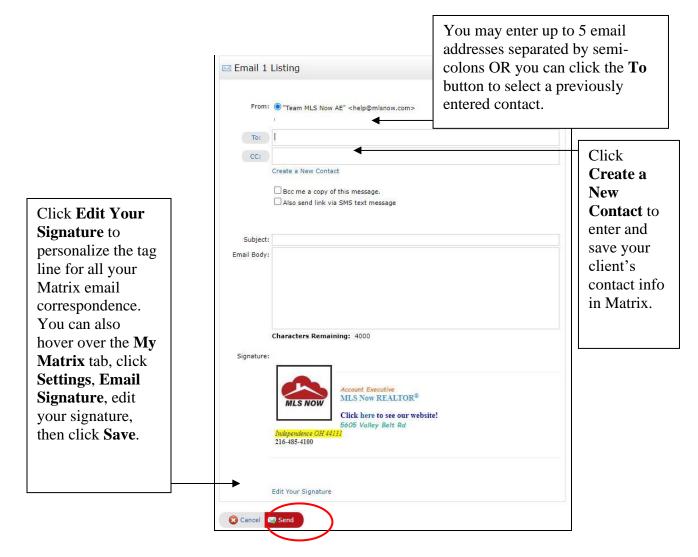
Tip Sheet: Emailing Listings

- 1. Run a search. Check off the listings you wish to email from either the Map tab or the Results tab.
- 2. From the button bar at the bottom of the screen, select **Actions** and click **Email**.



3. An Email dialogue box will appear. The number of listings that you have selected to email will appear at the top of the box. Fill in the fields. Click **Send** when done.



[Note: Matrix keeps track of all emails you send through the system for 90 days. To view your email history, click on the My Matrix tab, then click the Sent Email link.]