

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.

You may enter up to 5 email addresses separated by semi-colons OR you can click the **To** button to select a previously entered contact.

Click **Create a New Contact** to enter and save your client's contact info in Matrix.

Click **Edit Your Signature** to personalize the tag line for all your Matrix email correspondence. You can also hover over the **My Matrix** tab, click **Settings, Email Signature**, edit your signature, then click **Save**.

Email 1 Listing

From: "Team MLS Now AE" <help@mlsnow.com>

To:

CC:

[Create a New Contact](#)

Bcc me a copy of this message.

Also send link via SMS text message

Subject:

Email Body:

Characters Remaining: 4000

Signature:

Account Executive
MLS Now REALTOR®

Click here to see our website!
5605 Valley Belt Rd

Independence OH 44131
216-485-4100

[Edit Your Signature](#)

[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.]

