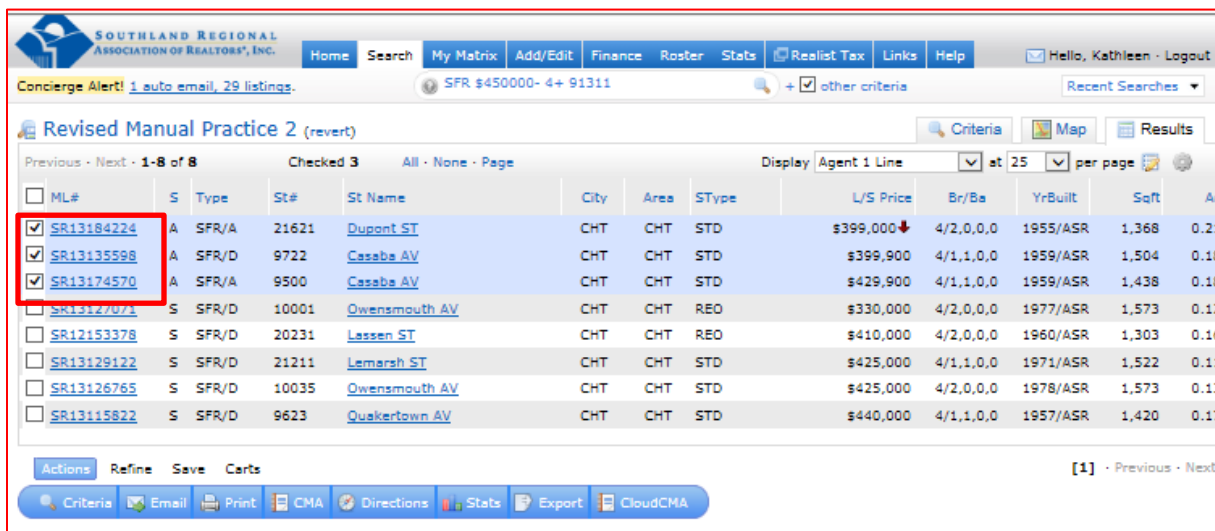


Emailing Listings Without Portal Features

Step 1

Select the listings you want to email on the search results screen.



Southland Regional Association of Realtors, Inc. Home Search My Matrix Add/Edit Finance Roster Stats Realist Tax Links Help Hello, Kathleen - Logout

Concierge Alert! 1 auto email, 29 listings. SFR \$450000- 4+ 91311 + other criteria Recent Searches

Revised Manual Practice 2 (revert) Criteria Map Results

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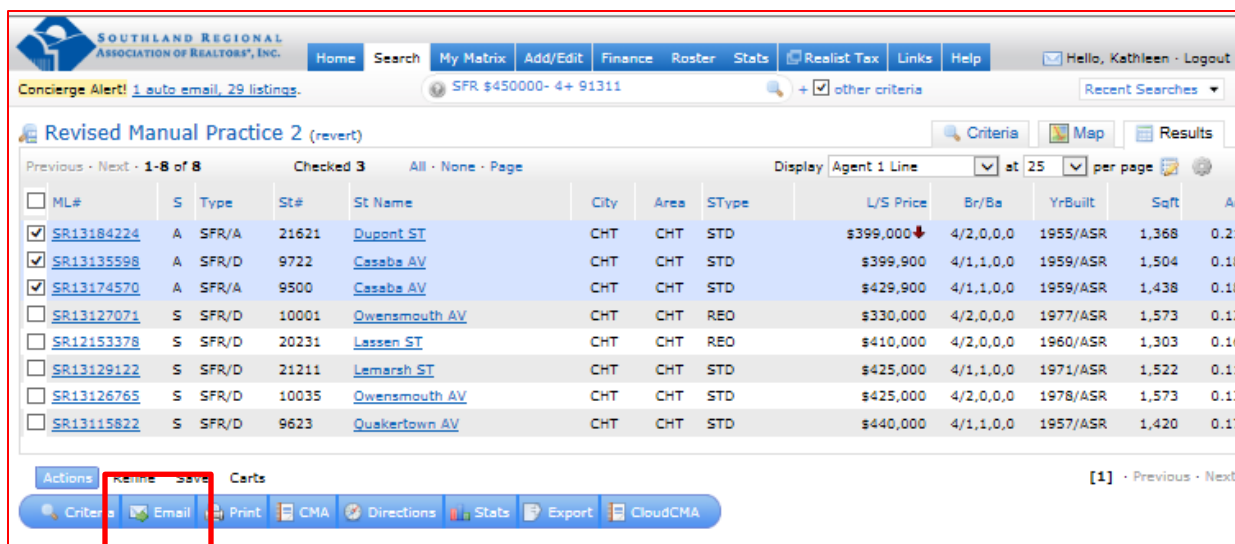
ML#	S	Type	St#	St Name	City	Area	SType	L/S Price	Br/Ba	YrBuilt	Soft	Ac
<input checked="" type="checkbox"/> SR13184224	A	SFR/A	21621	Dupont ST	CHT	CHT	STD	\$399,000↓	4/2,0,0,0	1955/ASR	1,368	0.21
<input checked="" type="checkbox"/> SR13135598	A	SFR/D	9722	Casaba AV	CHT	CHT	STD	\$399,900	4/1,1,0,0	1959/ASR	1,504	0.18
<input checked="" type="checkbox"/> SR13174570	A	SFR/A	9500	Casaba AV	CHT	CHT	STD	\$429,900	4/1,1,0,0	1959/ASR	1,438	0.18
<input type="checkbox"/> SR13127071	S	SFR/D	10001	Owensmouth AV	CHT	CHT	REO	\$330,000	4/2,0,0,0	1977/ASR	1,573	0.12
<input type="checkbox"/> SR12153378	S	SFR/D	20231	Lessen ST	CHT	CHT	REO	\$410,000	4/2,0,0,0	1960/ASR	1,303	0.16
<input type="checkbox"/> SR13129122	S	SFR/D	21211	Lemارش ST	CHT	CHT	STD	\$425,000	4/1,1,0,0	1971/ASR	1,522	0.11
<input type="checkbox"/> SR13126765	S	SFR/D	10035	Owensmouth AV	CHT	CHT	STD	\$425,000	4/2,0,0,0	1978/ASR	1,573	0.11
<input type="checkbox"/> SR13115822	S	SFR/D	9623	Quakertown AV	CHT	CHT	STD	\$440,000	4/1,1,0,0	1957/ASR	1,420	0.17

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Criteria Email Print CMA Directions Stats Export CloudCMA

Step 2

Click the EMAIL button.



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Revised Manual Practice 2 (revert) Criteria Map Results

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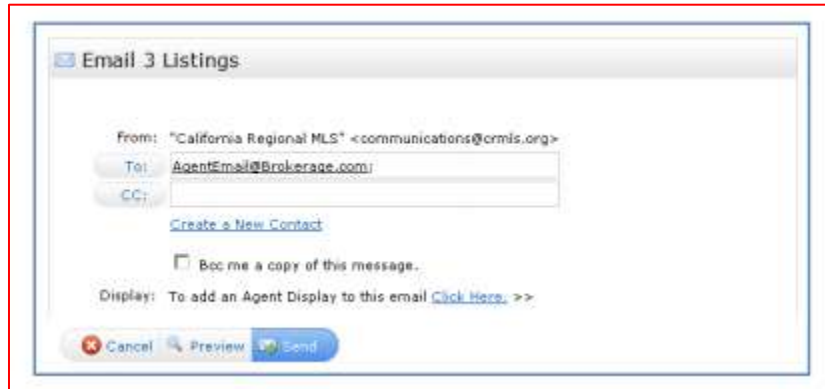
ML#	S	Type	St#	St Name	City	Area	SType	L/S Price	Br/Ba	YrBuilt	Soft	Ac
<input checked="" type="checkbox"/> SR13184224	A	SFR/A	21621	Dupont ST	CHT	CHT	STD	\$399,000↓	4/2,0,0,0	1955/ASR	1,368	0.21
<input checked="" type="checkbox"/> SR13135598	A	SFR/D	9722	Casaba AV	CHT	CHT	STD	\$399,900	4/1,1,0,0	1959/ASR	1,504	0.18
<input checked="" type="checkbox"/> SR13174570	A	SFR/A	9500	Casaba AV	CHT	CHT	STD	\$429,900	4/1,1,0,0	1959/ASR	1,438	0.18
<input type="checkbox"/> SR13127071	S	SFR/D	10001	Owensmouth AV	CHT	CHT	REO	\$330,000	4/2,0,0,0	1977/ASR	1,573	0.12
<input type="checkbox"/> SR12153378	S	SFR/D	20231	Lessen ST	CHT	CHT	REO	\$410,000	4/2,0,0,0	1960/ASR	1,303	0.16
<input type="checkbox"/> SR13129122	S	SFR/D	21211	Lemارش ST	CHT	CHT	STD	\$425,000	4/1,1,0,0	1971/ASR	1,522	0.11
<input type="checkbox"/> SR13126765	S	SFR/D	10035	Owensmouth AV	CHT	CHT	STD	\$425,000	4/2,0,0,0	1978/ASR	1,573	0.11
<input type="checkbox"/> SR13115822	S	SFR/D	9623	Quakertown AV	CHT	CHT	STD	\$440,000	4/1,1,0,0	1957/ASR	1,420	0.17

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Criteria **Email** Print CMA Directions Stats Export CloudCMA

Step 3

Manually enter the recipient's full email address followed by a semicolon (;) in the TO: field.



The screenshot shows a web form titled "Email 3 Listings". The "From:" field is populated with "California Regional MLS" and an email address. The "To:" field contains "AgentEmail@brokerage.com;". Below the "To:" field is a "CC:" field and a "Create a New Contact" link. There is a checkbox for "Bcc me a copy of this message." and a "Display:" field with a "Click Here" link. At the bottom are "Cancel", "Preview", and "Send" buttons.

IMPORTANT:

Make sure that the TO: field displays the recipient's email address and NOT their name.



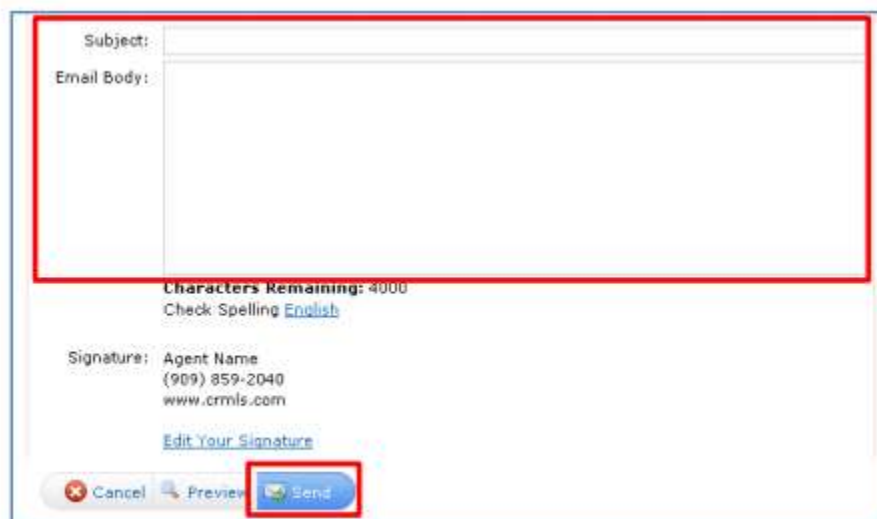
The screenshot shows a "To:" field with the email address "AgentEmail@brokerage.com;". A green checkmark is overlaid on the field, indicating it is the correct format.



The screenshot shows a "To:" field with the name "Agent, Name;". A red prohibition sign is overlaid on the field, indicating it is incorrect.

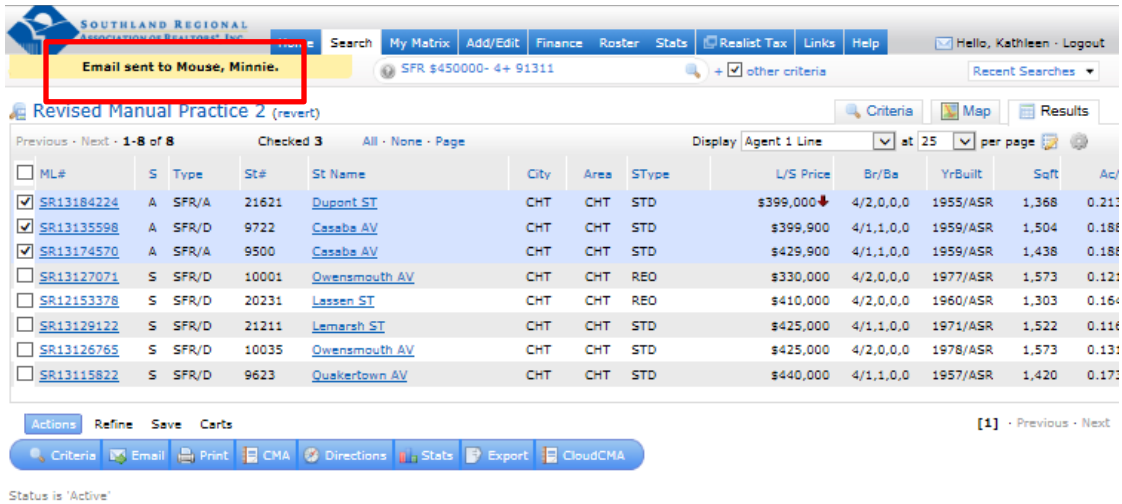
Step 4

Enter information in the SUBJECT and EMAIL BODY fields, then click send.



The screenshot shows the "Subject:" and "Email Body:" fields. Below them is a "Characters Remaining: 4000" indicator and a "Check Spelling" link. A signature block is present with the text "Agent Name (909) 859-2040 www.crmis.com" and an "Edit Your Signature" link. At the bottom are "Cancel", "Preview", and "Send" buttons, with the "Send" button highlighted by a red box.

You see a confirmation message displayed at the top of the results screen.



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SFR \$450000- 4+ 91311 + other criteria Recent Searches

Revised Manual Practice 2 (revert) Criteria Map Results

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ML#	S	Type	St#	St Name	City	Area	SType	L/S Price	Br/Ba	YrBuilt	Sqft	Ac/
<input checked="" type="checkbox"/> SR13184224	A	SFR/A	21621	Dupont ST	CHT	CHT	STD	\$399,000	4/2,0,0,0	1955/ASR	1,368	0.211
<input checked="" type="checkbox"/> SR13135598	A	SFR/D	9722	Casaba AV	CHT	CHT	STD	\$399,900	4/1,1,0,0	1959/ASR	1,504	0.188
<input checked="" type="checkbox"/> SR13174570	A	SFR/A	9500	Casaba AV	CHT	CHT	STD	\$429,900	4/1,1,0,0	1959/ASR	1,438	0.188
<input type="checkbox"/> SR13127071	S	SFR/D	10001	Owensmouth AV	CHT	CHT	REO	\$330,000	4/2,0,0,0	1977/ASR	1,573	0.121
<input type="checkbox"/> SR12153378	S	SFR/D	20231	Lessen ST	CHT	CHT	REO	\$410,000	4/2,0,0,0	1960/ASR	1,303	0.164
<input type="checkbox"/> SR13129122	S	SFR/D	21211	Lemars ST	CHT	CHT	STD	\$425,000	4/1,1,0,0	1971/ASR	1,522	0.114
<input type="checkbox"/> SR13126765	S	SFR/D	10035	Owensmouth AV	CHT	CHT	STD	\$425,000	4/2,0,0,0	1978/ASR	1,573	0.131
<input type="checkbox"/> SR13115822	S	SFR/D	9623	Quakertown AV	CHT	CHT	STD	\$440,000	4/1,1,0,0	1957/ASR	1,420	0.171

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Criteria Email Print CMA Directions Stats Export CloudCMA

Status is 'Active'

Technical Support: SRAR-SFV 818 947 2202 or SRAR-SCV 661 295 7117

EMAIL: techsupport@srar.com

WEB Site: www.SRAR.com

Phone Hours: Monday - Friday 8:00a.m. – 6:00p.m.

Saturday 8:00a.m. – 5:00p.m.