

Email a Listing to a Client

- 1 Conduct a search to identify the properties you want to email to your client.
- 2 From the search the results, place a check mark next to each of the listings you wish to email to your client.
- 3 Click on the Email link at the bottom left of the screen.
- 4 Fill in your clients email address in the **To:** field
- 5 If your client is a saved contact, you can click on the **To:** link to select a client from your list of contacts. Just double-click on the appropriate name in the list to add it to the **To:** below.
- 6 Enter the subject of your message and any comments in the Email Body: field.

Subject: New Properties

Email Body: I am attaching these properties for your review. Please let me know if you see anything that interests you. I will follow up with you tomorrow.

Characters Remaining: 3857

- 7 Click the Send link at the bottom left of the screen.

#	MLS #	St	Price	Address	City	School D
1	329117	A	\$189,900	1363 Old Goliad Rd.	Victoria	VICTOR
2	327564	A	\$189,000	104 Zephyr	Victoria	VICTOR
3	V22562	A	\$168,885	1507 Warren	Victoria	VICTOR
4	V22557	A	\$155,000	302 Byron Lane	Victoria	VICTOR
5	V22556	A	\$182,500	224 Coleto Drive	Victoria	VICTOR
6	V22553	A	\$198,900	408 Maplewood	Victoria	VICTOR
7	V22552	A	\$179,900	1903 Bon Aire	Victoria	VICTOR

Actions Refine Save Carts

Email Print CMA Directions Sta

From: "Rick Martinez" <rick@gctx.com>

To: Wilson, Charlie: |

CC:

Create a New Contact

Select Contacts

Type Name or Select from list:

Jalufka, Stayton (stayton@gulfoastpaper.com)
 Martinez, Rick (rick@gctx.com)
 Wilson, Charlie (cewilson1955@suddenlink.net)

Create a New Contact

Recipients:

To: |

CC: |

BCC: |

Bcc me a copy of this message.

OK Cancel

Cancel Preview Send

Notes