

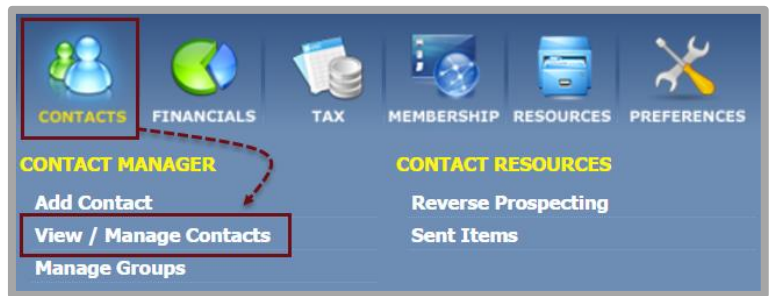
Auto-Notify Email Listing Setup

*NOTE: Before setting up your Email Auto-Notifications, we recommend that you set up your **Preferences**, to create your email signature as well as choose default settings related to Auto-Notify. The easiest way to set up your Preferences is to follow the steps in the **Preferences Wizard (1)**. You can also select **Preferences**, then the **User (a)**, **System (b)**, and **Email (c)** folders individually, and save your changes.*



These instructions explain how to turn on Email Auto-Notifications for your **EXISTING** contacts.

1. Click on the **Contacts** icon, and then select **View/Manage Contacts**.



2. Click on the Contact's name to open their **Contact information**.

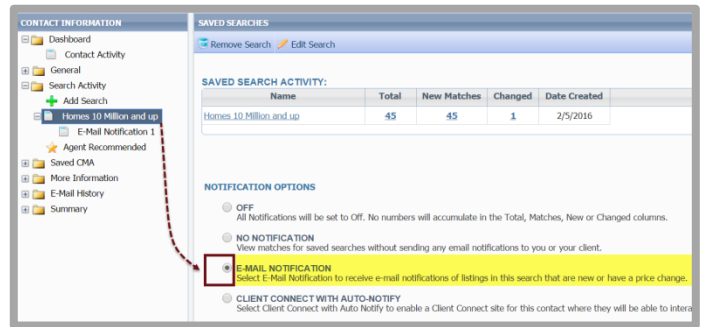
Activity	Name	Status	Email	Primary Phone	Matches	New	Changed	Undecided	Favorites	Possible	Rejected	Last Notified	Date Added	Last Ac
	Carol Paul	Active		858-373-4062	19	19	0					10/06/2015	10/05/2015	
	Yan Williams	Active		760-555-1212	29	29	0	27	0	0	2	07/17/2015	07/14/2015	
	Captain America	Active			0	0	0						02/05/2016	
	Linda Carter	Active			0	0	0						02/05/2016	
	Yvonne Craig	Active			0	0	0						02/05/2016	
	Clark Kent	Active			0	0	0						02/05/2016	
	Bruce Lee	Active			0	0	0						02/05/2016	

3. When the Contact Information displays, click on the **Search Activity** folder, and then click on the **name of the search** you'd like to activate Auto-Notify.



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4. Select the **E-MAIL NOTIFICATION** option

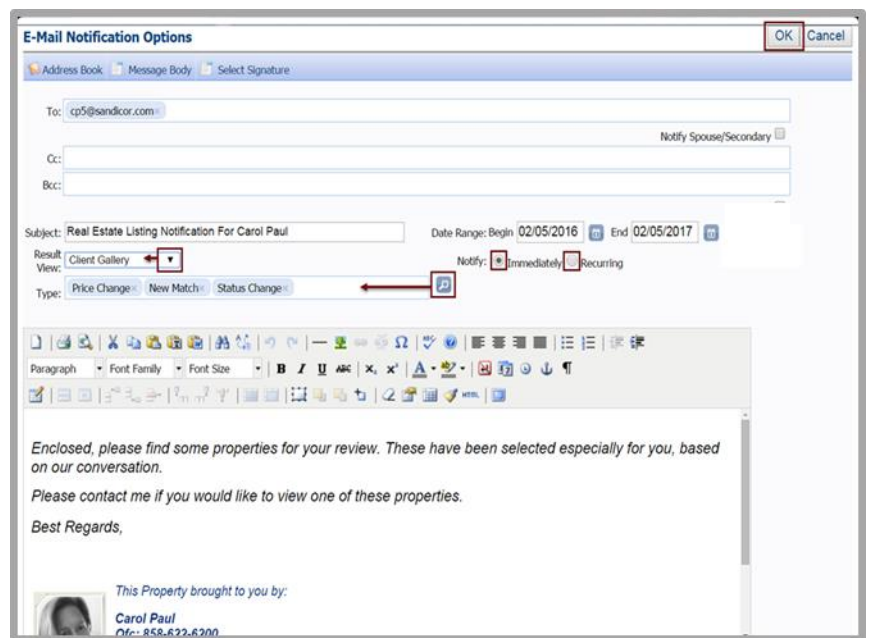


The Email Notification Options template will display with your contact's email address. Your default Message Body and Email Signature will automatically populate if you correctly set up your Preferences.

a) Click on the down arrow and choose the **Results View** (Report) you'd like to send.

b) Click the **magnify glass** to select the **Type** of notices your contact will receive.

c) Choose the **Immediately** or **Recurring** option.
Immediately (default) sends emails as soon as properties match the search. Several emails could be sent daily.
Recurring sends an email at the time frame you set. Ideal for contacts requesting Daily, Weekly, or Monthly emails.



d) Select **OK** to start the Auto-Notification

5. You'll return to Contact Information, where you can continue maintaining your contact or select the **red X** to close.

