

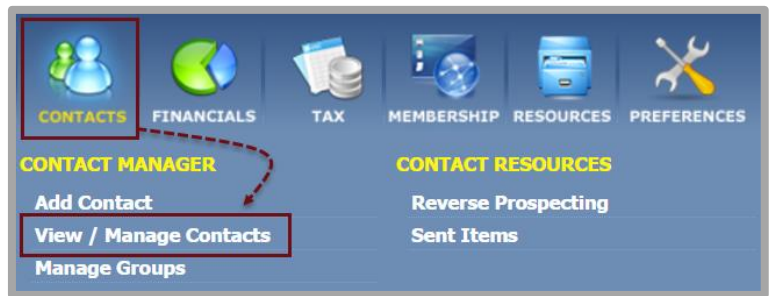
# Auto-Notify Email Listing Setup

*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.

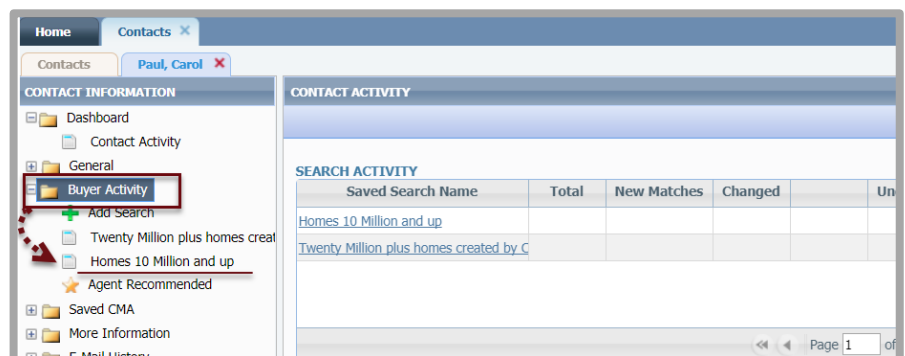
1. Click on the **Contacts** icon, and then select **View/Manage Contacts**.



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

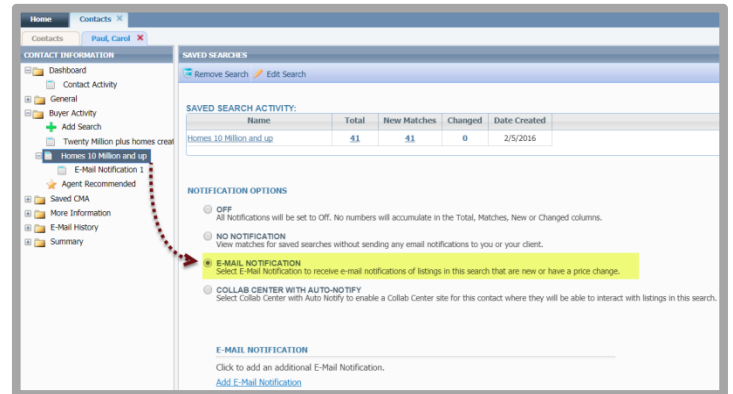
IND	ACTIVITY	NAME	STATUS	EMAIL	PRIMARY PHONE	MATCHES	NEW	CHANGED	UNDECIDED	FAVORITES	POSSIBLE	REJECTED	LAST NOTIFIED	DATE ADDED	LAST AC
		Carol Paul	Active		858-373-4062	19	19	0					10/06/2015	10/05/2015	
		Yan Williams	Active		760-555-1212	29	29	0	27	0	0	2	07/17/2015	07/14/2015	
		Captain America	Active			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 **Buyer Activity** folder, and then click on the **name of the search** you'd like to activate Auto-Notify.



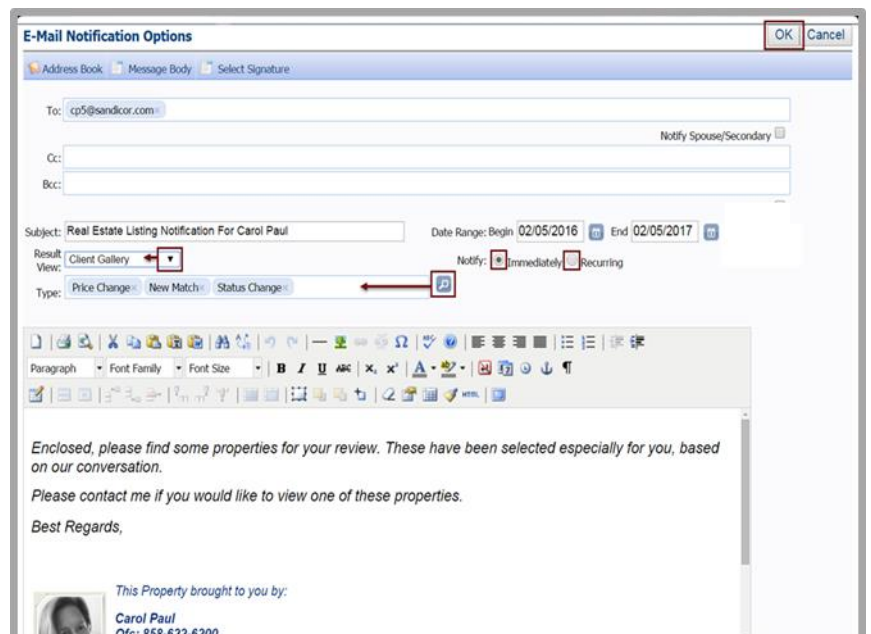
# Auto-Notify Email Listing Setup

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.

