



HOW TO EMAIL LISTINGS

1. From a list of properties, select those to email by placing a check in the box.
2. Click the email button located on the bottom right side of screen.
3. Click on the circle indicating if you want to send one listing, selected listings or all listings.
4. Select the desired property report from list of options (select multiple reports by holding the CTRL key).
5. Click the OK (green check mark) button.
6. Enter the email address of recipient.
7. Click the send button located at the bottom, right of the screen.