

EMAIL LISTINGS OR SEND GENERAL EMAIL

You must **Login** before you can send email.

Email a Property Listing

The Email Listing option is available in several places throughout the site including the Search Results Page, Listing Overview, Listing Catalogs and the Promote page.

To Email Multiple Listings

- To email multiple listings resulting from a search, check the box located to the left of each listing.
- Click the **Email** button at the top of the page.

TIP: You can email listings from a Listing Catalog using the same process. For more information, see the Listing Catalog help document.

- Enter the **Recipient's Email Address(s)** or click **Find Recipients**.

TIP: The **Find Recipients** link will allow you to select individual users from a list of members who belong to the same organization with which you are affiliated, if any. For example, if you are a member of a local CIE, you will have the option of selecting members from that group. If you do not belong to a CIE or other organization within the Catylist system, simply include the email addresses of the individuals to whom you want to send your listing.

- Select your preferred **Attachment**.

TIP: You can add a subject or modify the automatic message generated in the message box by clicking and typing in the appropriate box.

- Click **Send Email**. The email will be sent immediately.

Sending General Email

You can also email other associates regarding general business matters or practices.

- From Market Monitor click **Send An Email** located on the right hand side.
- Enter the **Recipient's Email Address(s)** or click **Find Recipients**.
- Specify recipients by filtering on name, company, market area, or specialization.
- Click **Find Recipients**.
- Select the recipients by checking the box.
- Click **Select Recipients**.
- Enter Subject, Message, and then Attach Files.
- Click **Send Email**.