## How to save an auto-email before it expires

1. Log into Matrix								
2. Click "My Matrix"	mat							
3. Click "My Auto-Emails"	Home Search Stats					My Matrix 🚦 Realist Tax		
4. Click on the specific Auto-						Sumr	nary	
Email to expand it 5. Click on Criteria a. When in the criteria it is best to make a minor change and then click save but all you should have to do is click save	News & Alerts There are no active news postings.  Hot Sheets Cross Property Residential Commercial			<ul> <li>Contacts</li> <li>My Listings</li> <li>My Information</li> <li>My CMAs</li> <li>Saved Searches</li> <li>Sent Email</li> </ul>				
	Land Multi-Family				161	Settings		
Status Subject		-			979			
🗆 💌 🥝 Downtown	Customize This Ses			過	Auto	<u>Emails</u>		
🔲 🔺 📀 My Search	0				•	Porta	Greeting	
Settings Criteria Results	Date Since	Market Update	Open in	Portal	Delete	e Auto	Email	
Property Type is 'Residential' Status is 'Active' Property Sub Type is 'Condo- Latitude, Longitude is around Current Price is 200000 or les Year Built is 2006+ Ordered by Status, Current P Sent Email (36)	Townhome' 41.57, -93.84 s rice descendir	I, is not around 4	41.58, -93	Las	st Run	n: Tues	day	

X Delete	🏙 Disable	📰 Market Update
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- 6. Click save and then save again
- 7. In the upper left hand corner it should say the auto-email was updated

