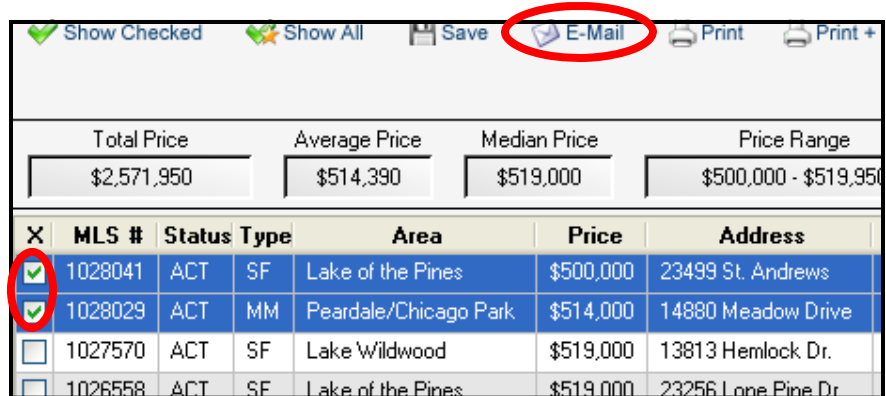


To email listings you must first have search results. Run any type of search and the Action Toolbar will appear at the top of your search results screen.



In your results view, after you have selected which listing(s) to email, click the **E-Mail** button.

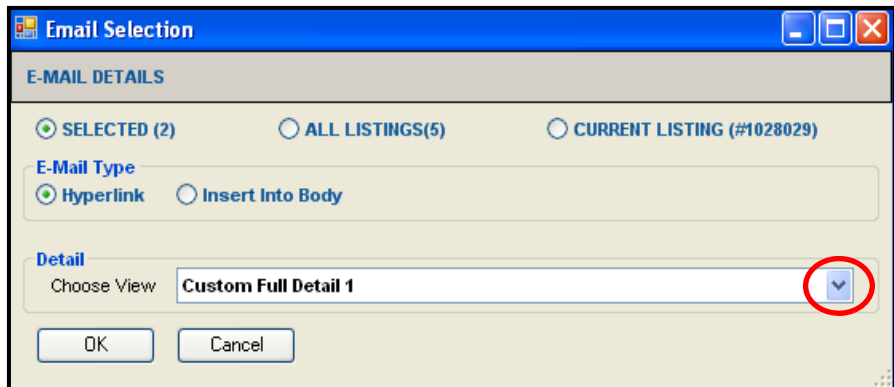


Total Price	Average Price	Median Price	Price Range
\$2,571,950	\$514,390	\$519,000	\$500,000 - \$519,950

X	MLS #	Status	Type	Area	Price	Address
<input checked="" type="checkbox"/>	1028041	ACT	SF	Lake of the Pines	\$500,000	23499 St. Andrews
<input checked="" type="checkbox"/>	1028029	ACT	MM	Peardale/Chicago Park	\$514,000	14880 Meadow Drive
<input type="checkbox"/>	1027570	ACT	SF	Lake Wildwood	\$519,000	13813 Hemlock Dr.
<input type="checkbox"/>	1026558	ACT	SF	Lake of the Pines	\$519,000	23256 Lone Pine Dr.

The Email Selection screen has 3 areas for selections when sending Listing E-mails.

- Choose whether you want to send to the customer:
 - Selected (checkbox checked) listings
 - All listings displayed in the spreadsheet
 - The last listing you checked
- The E-mail type defaults to Hyperlink for listing detail sheets. The Hyperlink email type is recommended.
- The Detail allows you to Choose View to send. Use the down arrow at the right to choose the report you want your client to use when viewing the listings. Click OK.



Email Selection

E-MAIL DETAILS

SELECTED (2)
 ALL LISTINGS(5)
 CURRENT LISTING (#1028029)

E-Mail Type
 Hyperlink
 Insert Into Body

Detail
 Choose View: **Custom Full Detail 1**

OK Cancel

Choose a view that you know shows off the properties to your customer the best. Large photo views/reports are always popular.

The **Compose E-Mail** Editor is launched.

Enter E-mail addresses, E-mail message and attach any files you want to send to your prospect.

Click **Send**.

Note:
You must Synchronize Paragon Desktop 4 to actually send your E-mail to your prospects.

Clicking **Send** puts the E-mail in the Paragon Desktop 4 outbox, waiting to be synchronized with Paragon 4 online to send the email.

