

Setting up Concierge in Auto Email

- 1. Setup a Matrix search
- 2. On the results page, select Save
- 3. Save will open three options, select New Auto Email
- 4. Under the settings option, select Enable Concierge Mode

Concierge:	Enable concierge mode
	Show this contact in Reverse Prospecting results
	Enable as a Favorite Search on Home tab (10 maximum)

- You can receive a notification by email when a listing matches the search.
- 5. Submit to save changes.
- 6. In Matrix, the bell on the top right will show your clients with new matches to approve.