

E-mail # 1

Subject Line: How to Retrieve Your Own Listings in 2 Clicks with MarketLinx Wireless

|agent.first_name|

This is the first email in a short 6 part series designed to help you take advantage of all the features that MarketLinx Wireless has to offer.

With MarketLinx Wireless, responding to sign calls and online inquiries on your listings has never been easier. Using “My Active Listings” lets you become more responsive with the ability to present your active listings on the go. Here’s how:

1. Go to the MarketLinx Wireless website, <http://ranww.mlxwireless.com> (**Tip:** Bookmark the website for easy access in the future).
2. Once you login, click on the “My Searches” link.
3. Select “My Active Listings” from the list of options.
4. You will be presented with a one-liner of all your active listings. Simply click on a listing to review the property details.

E-mailing your active listings to prospects is also snap. Just follow these steps:

1. In the listing details, scroll to the bottom and click on the “Email Listing” link.
2. In the “To:” field, enter the e-mail address (**Tip:** you can e-mail multiple recipients by separating the email addresses with a comma).
3. Enter a “From” e-mail address.
4. (Optional) Edit the subject line.
5. Select whether you want the listing report to be displayed as plain text or in HTML (**Tip:** Consider how the recipient will be checking their e-mail. Listing reports in HTML format are best for desktop computers and laptops. Text format is recommended when e-mailing the listing report to a mobile device).
6. Click “Send” to e-mail the listing report and voila! You’ve responded to an inquiry without having to return to, or call the office.

We encourage you to try it out on your mobile device now!

In the next e-mail, you’ll learn how to find any listing in the MLS using MarketLinx Wireless.

MarketLinx Wireless is provided by Realtors[®] Association of Northwestern Wisconsin as a member service. If you no longer wish to receive future emails from MarketLinx Wireless, please [click here](#) to unsubscribe.
© Most Home Real Estate Services 1-11491 Kingston Street, Maple Ridge, BC V2X 0Y6

E-mail # 2

Subject Line: Find Any Listing in the MLS through MarketLinx Wireless

|agent.first_name|

Whether you have just met a buyer at an open house, driven past a new listing that might be of interest to one of your buyers or run into a prospective seller at the coffee shop, you can instantly pull up any listing in the MLS and respond to their inquiry – right on the spot using MarketLinx Wireless.

There are two easy ways to search and retrieve listings in MarketLinx Wireless:

1. Quick Search – This is a quick way to pull up an individual listing if you know the ML Number, the complete address, or partial address of the listing.
2. Full Search - This option allows you to find all the properties that match your specified search criteria. Search results are limited to a maximum of 100.
Tip: You can refine your search if your search returned too many results. You can change your criteria by clicking the “Refine Search” link found in the one-liner screen to return to the search page.

We’ve got more MarketLinx Wireless tips and tricks coming your way. In the next e-mail, find out how you can use Favorites and Saved Searches to access frequently used searches and listings quickly.

MarketLinx Wireless is provided by Realtors[®] Association of Northwestern Wisconsin as a member service. If you no longer wish to receive future emails from MarketLinx Wireless, please [click here](#) to unsubscribe.
© Most Home Real Estate Services 1-11491 Kingston Street, Maple Ridge, BC V2X 0Y6

E-mail # 3

Subject Line: Use Favorites and Saves Searches for Fast Listing Access with MarketLinx Wireless

|agent.first_name|

MarketLinx Wireless provides you with two easy options to save and retrieve frequently accessed properties and searches:

- Favorites: Flag specific properties of interest for convenient retrieval at a later time.
- Saved Searches: Store multiple searches so you can provide quick updates on the latest matching properties to your clients and prospects.

Favorites

1. When you find a property you would like to save as a Favorite, scroll down to the bottom of the listing details page and click "Add to Favorites".
2. The listing has now been saved as a Favorite.

Viewing your list of Favorites?

1. From the Top Menu screen, click on "My Searches".
2. To access the list of properties saved as a Favorite, click on "Favorites".

Saved Searches

1. You can create a Saved Search in a Quick Search or a Full Search.
2. Enter the search criteria and perform a search.
3. Click the "Save Search" link located above the search results.
4. You have the option to name the Saved Search. By default, the name of the Saved Search is set to the search type, as well as the date and time stamp.
5. Click Save.

To view your Saved Searches:

1. On the Top Menu page, click "My Searches".
2. Select "Saved Searches" from the list of options.
3. Click on the name of the search you would like to see results returned.

Using Saved Searches and Favorites is an effortless way to enhance your professional image with your prospects and clients. Try it out now!

In the next e-mail, we'll learn how to find contact information for any agent of office in your MLS.

E-mail # 4

Subject Line: Find Contact Information for Any Agent or Office with MarketLinX Wireless

|agent.first_name|

Using the Roster Search is the easiest, quickest way to look up any Bryan-College Station Regional MLS agent or office contact information while you're on the move.

To find an agent's contact information:

1. From the Top Menu page, click on "Roster Search".
2. Choose "Agent Search".
3. Enter your search criteria and click "Search".
4. Click on any one of the records to view additional details for that particular agent.
5. To view a complete roster of all agents belonging to the office, click on "Office Roster" in the agent details page.

To find office contact information

1. Click on "Roster Search" in the Top Menu screen.
2. Choose "Office Search".
3. Enter your search criteria and hit "Search".
4. Click on any one of the records to view additional details for that particular sales office.
5. To view a list of agents belonging to the office, click on the "Agent List" link.
6. Click on the agent's record to access the agent's contact information.

Want to find out how to see what's new, sold and back on market using Today's Activity in MarketLinX Wireless? Stay tuned for the next e-mail!

MarketLinX Wireless is provided by Realtors[®] Association of Northwestern Wisconsin as a member service.

If you no longer wish to receive future emails from MarketLinX Wireless, please [click here](#) to unsubscribe.

© Most Home Real Estate Services 1-11491 Kingston Street, Maple Ridge, BC V2X 0Y6

E-mail # 5

Subject Line: Get Market Updates on the Fly with MarketLinx Wireless

|agent.first_name|

Stay OUT of the office, while providing a more responsive level of customer service! Impress your prospects and clients with Bryan-College Station Regional MLS market updates as soon as they happen using Today's Activity in MarketLinx Wireless. Here's how it works:

1. Click on "Today's Activity" in the Top Menu screen.
2. Select the "Property Type" and a "City" and then click "Continue"
3. Choose from the list of activity types (e.g. New Listings, Price Changes or Status Changes).
4. From the one-liner summary, click on the property of interest to view the details.

In the last installment, you'll learn how to e-mail listings reports in MarketLinx Wireless, without having to open the e-mail from your mobile device.

MarketLinx Wireless is provided by Realtors[®] Association of Northwestern Wisconsin as a member service. If you no longer wish to receive future emails from MarketLinx Wireless, please [click here](#) to unsubscribe.
© Most Home Real Estate Services 1-11491 Kingston Street, Maple Ridge, BC V2X 0Y6

E-mail # 6

Subject Line: How to E-mail Listing Reports with MarketLinx Wireless

|agent.first_name|

In the final e-mail in this series, you'll learn how to e-mail listings reports in MarketLinx Wireless, without having to open the e-mail from your mobile device. Here's how:

1. From the Top Menu Screen, choose the type of Search you want to perform:
 - a. Quick Search
 - b. Full Search
 - c. Today's Activity
 - d. My Searches
2. Execute a search and select the listing you want to e-mail from the one-liner screen.
3. Scroll to the bottom of the property details and choose "Email Listing".
4. In the "To:" field, enter the e-mail address (**Tip:** you can e-mail multiple recipients by separating the email addresses with a comma).
5. Enter a "From" e-mail address.
6. (Optional) Edit the subject line.
7. Select whether you want the listing report to be displayed as plain text or in HTML (**Tip:** Consider the how the recipient will be checking their e-mail. Listing reports in HTML format are best for desktop computers and laptops. Text format is recommended when e-mailing the listing report to a mobile device).
8. Click "Send" to e-mail the listing report and voila! You've responded to an inquiry without having to return to, or call the office.

We hope that these short tutorials will help you better utilize all the functions within MarketLinx Wireless to enhance your level of responsiveness while on the move. We welcome your thoughts, suggestions and feedback. Please drop us a line at mlxsupport@mosthome.com. For assistance on using MarketLinx Wireless, call us at toll-free 1-866-304-0080, Monday through Friday from 9:00 AM to 5:00 PM PST.

MarketLinx Wireless is provided by Realtors[®] Association of Northwestern Wisconsin as a member service. If you no longer wish to receive future emails from MarketLinx Wireless, please [click here](#) to unsubscribe.
© Most Home Real Estate Services 1-11491 Kingston Street, Maple Ridge, BC V2X 0Y6