Emailing Outside/Co-op Agents

SUMMARY

If your transaction has an outside co-op agent, you can now record their email address and easily send notes to them.

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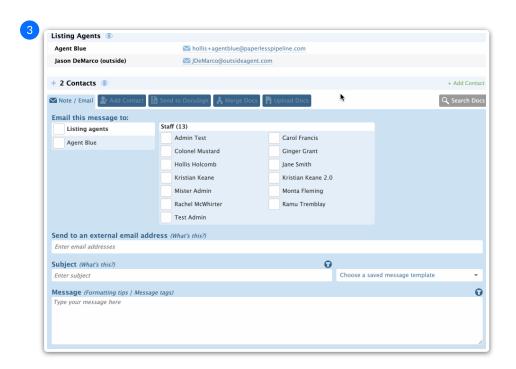
Add a Co-op / Outside Agent

- 1 Edit the transaction and check [this transaction has outside (co-op) agents].
- 2 Some fields will appear below. Enter the name and email address of the outside listing or selling agent and save.



Email an Outside Agent

- 1 Go to the transaction and click [Email / Notes].
- 2 Drag the agent to the External Recipients field.



- 4 Compose your message
- 5 Click [Send].

Learn more about Dragging and Dropping Comments to Notes →