

# 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.

## IN THIS ARTICLE

[Add a Co-op / Outside Agent](#)

[Email an Outside Agent](#)

 :50

[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.

This transaction has outside (co-op) agents

**Outside Listing Agent**  
Name / Info:   
Email:

**Outside Selling Agent**  
Name / Info: Blane Wild / Wild Realty / 345 State Street, Los Angeles CA  
Email: wild@wildrealty345.com

## Email an Outside Agent

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

**Listing Agents**

Agent Blue [hollis+agentblue@paperlesspipeline.com](mailto:hollis+agentblue@paperlesspipeline.com)  
Jason DeMarco (outside) [JDeMarco@outsideagent.com](mailto:JDeMarco@outsideagent.com)

+ 2 Contacts [+ Add Contact](#)

Note / Email [Add Contact](#) [Send to DocuSign](#) [Merge Docs](#) [Upload Docs](#) [Search Docs](#)

Email this message to:

<input type="checkbox"/> Listing agents	<b>Staff (13)</b>
<input type="checkbox"/> Agent Blue	<input type="checkbox"/> Admin Test
	<input type="checkbox"/> Colonel Mustard
	<input type="checkbox"/> Hollis Holcomb
	<input type="checkbox"/> Kristian Keane
	<input type="checkbox"/> Mister Admin
	<input type="checkbox"/> Rachel McWhirter
	<input type="checkbox"/> Test Admin
	<input type="checkbox"/> Carol Francis
	<input type="checkbox"/> Ginger Grant
	<input type="checkbox"/> Jane Smith
	<input type="checkbox"/> Kristian Keane 2.0
	<input type="checkbox"/> Monta Fleming
	<input type="checkbox"/> Ramu Tremblay

Send to an external email address *(What's this?)*  
Enter email addresses

Subject *(What's this?)* [+](#)  
Enter subject Choose a saved message template

Message *(Formatting tips | Message tags)* [+](#)  
Type your message here

- 3 Compose your message

4 Click [Send].

Learn more about [Dragging and Dropping Comments to Notes](#) →

---