

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.

This transaction has outside (co-op) agents

Outside Listing Agent

Name / Info:

Email:

Outside Selling Agent

Name / Info:

Email:

Email an Outside Agent

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

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Listing Agents

Agent Blue hollis+agentblue@paperlesspipeline.com

Jason DeMarco (outside) jDeMarco@outsideagent.com

+ 2 Contacts + Add Contact

Note / Email Add Contact Send to DocuSign Merge Docs Upload Docs Search Docs

Email this message to:

Listing agents

Agent Blue

Staff (13)

Admin Test

Colonel Mustard

Hollis Holcomb

Kristian Keane

Mister Admin

Rachel McWhirter

Test Admin

Carol Francis

Ginger Grant

Jane Smith

Kristian Keane 2.0

Monta Fleming

Ramu Tremblay

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

Enter email addresses

Subject *(What's this?)* T

Enter subject Choose a saved message template

Message *(Formatting tips | Message tags)* T

Type your message here

4 Compose your message

5 Click [Send].

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