

My Sent E-Mails

To view the e-mails you've sent through the *FlexMLS* system, open the *FlexMLS* Contact menu, and then click **My Sent E-Mails**. The system displays the View My Sent E-Mails screen.

The **Sent At** field shows when the system (or you) sent the e-mail.

This column shows the e-mail address the e-mail was sent to.

Click **View** to under the Content column to view the e-mail that was sent.

Click **Send** to resend that e-mail.

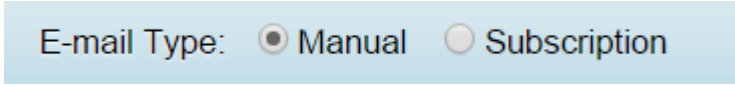
Sent At	Contact Name	E-mail	Last Viewed At	Hit Count	Content	Resend
02/29/2016 01:42 PM	jean@metromls.com	jean@metromls.com	02/29/2016 02:07 PM	4	View	Send
02/25/2016 11:08 AM	support@metromls.com	support@metromls.com		0	View	Send
02/19/2016 02:51 PM	Delayed Status Change Only	bhousemlm01@att.net	03/07/2016 02:08 PM	1	View	Send
02/18/2016 11:21 AM	Barkleys	awmmlm@gmail.com		0	View	Send
02/18/2016 09:22 AM	chuck@metromls.com	chuck@metromls.com		0	View	Send
02/18/2016 09:22 AM	jean@metromls.com	jean@metromls.com		0	View	Send
02/18/2016 09:20 AM	angela@metromls.com	angela@metromls.com		0	View	Send
02/18/2016 09:20 AM	scott@metromls.com	scott@metromls.com		0	View	Send

If the e-mail was sent to a contact, the contact's Display Name appears in this column.

This column shows when the links in the e-mail were last viewed.

The **Hit Count** column shows how many times the links in the e-mail were viewed.

E-mail Type determines what e-mails are shown; the default when entering this screen is Manual, which displays the manually sent e-mails. To view e-mails sent by subscription, select **Subscription**.



The Filter field allows you to search/filter displayed e-mails by Contact name; you may search for sent e-mails using either part or all of the Display Name.

The Filter drop-down menu allows you to see e-mail activity for the time period selected. Any filter that is chosen that includes e-mails older than 30 days will show only the Sent At date and time, the Contact name, e-mail address sent to, Last Viewed At date and time, and the Hit Count. View and Send are not available.

