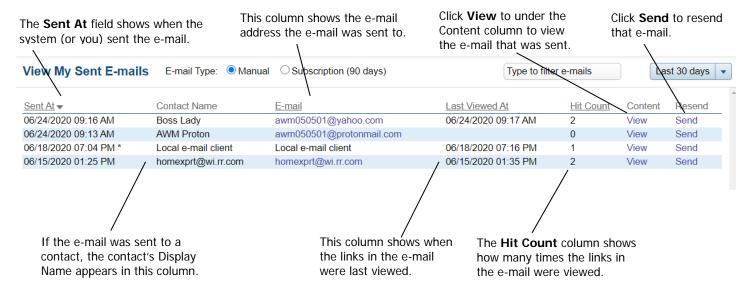# My Sent E-Mails

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
06/24/2020 09:16 AM	Boss Lady	awm050501@yahoo.com	06/24/2020 09:17 AM	2	View	Send
06/24/2020 09:13 AM	AWM Proton	awm050501@protonmail.com		0	View	Send
06/18/2020 07:04 PM *	Local e-mail client	Local e-mail client	06/18/2020 07:16 PM	1	View	Send
06/15/2020 01:25 PM	homexprt@wi.rr.com	homexprt@wi.rr.com	06/15/2020 01:35 PM	2	View	Send

View My Sent E-mails   E-mail Type: ◉ Manual ○ Subscription (90 days)   Type to filter e-mails   Last 30 days ▼

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 within the past 90 days from the date sent, select **Subscription**.

E-mail Type: ◉ Manual ○ Subscription (90 days)

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 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.

Type to filter e-mails   Last 30 days ▼

d At

09:17 AM

07:16 PM
01:35 PM

irchase the property, tl
, land, building or roor

All active e-mails
Last 10 days
Last 30 days
Last 60 days
Last 90 days
Last 120 days
Last 180 days
Last 365 days