NORIS MLS

matrix

Client Opt In for Matrix emails

How does my Client opt back in if they accidentally unsubscribed to Matrix emails?

If your client clicks the link the "**unsubscribe**" link at the bottom of an email sent from Matrix, it will disable their auto email search. There are two steps to re-enable their auto email:

1. Your client must send a blank email to optin.TOL@matrixemailer.com from the email address they used when they unsubscribed.
   They do not have to fill in a subject line or type a message.

2. You must go to My Matrix, choose "**Auto Emails**". Click on the name of the auto email (*under Subject column*) or the corresponding downward-pointing arrow to open the full options; then click "**Settings**".

3. On the settings screen, under your message, change the auto email to "**Enabled**" and click save.

   Your client should now be able to receive emails from Matrix.