

## Quick Reference Guide

### Step 1:

From the Matrix Home Page, click on the **My Matrix** tab, then **Messaging Center**. To access your messages, either click **Messaging Center** or the **Blue Envelope** in the upper right hand corner.

### Step 2:

Once in the **Messaging Center**, you will see the **Inbox**. New messages will appear in **bold**. Click on the Subject to read the message. You have the option to **Reply**, **Forward** or **Close** the message.

### Step 3:

When you click **Reply** or **Forward**, the original message text will appear. Add your reply or comments in the Message Text area. Use **Check Spelling** to check your message before sending. Click **Send** to send your message.

### Step 4:

To view Messages sent, click on **Sent Items**. To delete Messages from the **Inbox** or **Sent Items**, select the Message and click **Delete**.

Use the MRMLS Matrix Messaging system to communicate with other agents as an alternative to email. Brokers can send a message to the entire office. When you log in and you have a new message, you will see an orange explosion above the Blue Envelope.