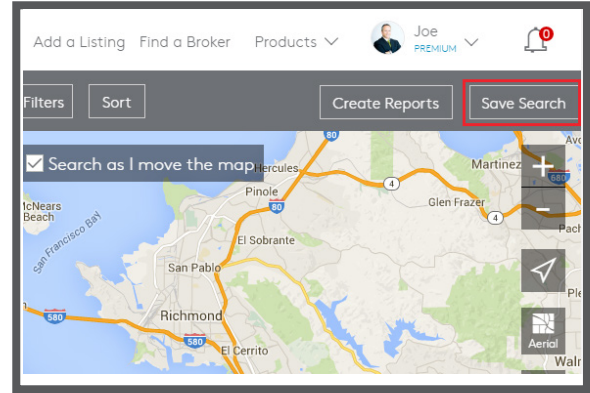


# Create Email Alerts for New Listings

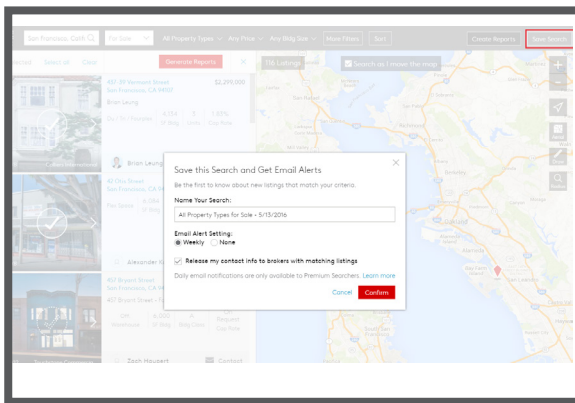
Receive Email Notifications when New Properties Match your Criteria

- 1 Log in to [www.LoopNet.com](http://www.LoopNet.com), and conduct a property search.

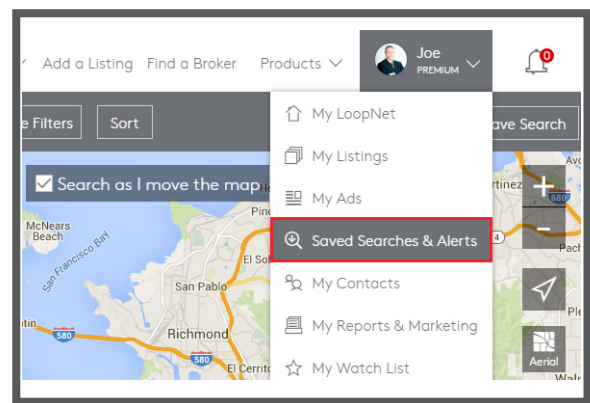
- 2 From the search results page, click **Save Search & Email Alerts**.



- 3 Name your search. Select frequency. Click **Save Search**.



- 4 To access your saved email alerts, hover over your name and click **Saved Searches & Alerts**.



- 5 You can view, edit or delete your saved searches and email alerts.

Saved Search Name	Email Alert
For Sale Multiple Property Types For Sale - 8/21/2014	<input checked="" type="radio"/> Weekly <input type="radio"/> Off
Special Purpose For Sale - 9/12/2012	<input type="radio"/> Weekly <input type="radio"/> Off
Office For Sale - 6/19/2012	<input type="radio"/> Weekly <input type="radio"/> Off
Multifamily For Sale - 7/13/2012	<input type="radio"/> Weekly <input checked="" type="radio"/> Off
Multifamily For Sale - 12/2/2012	<input type="radio"/> Weekly <input type="radio"/> Off
Office For Sale - 6/22/2012	<input type="radio"/> Weekly <input checked="" type="radio"/> Off

**TIP** Uncheck **Release My Contact Info** on Step 3 if you do not want your info sent to brokers with matching listings

**Start Now!**

(Takes you to Search Properties)