

Create Email Alerts for New Listings

Receive Email Notifications when New Properties Match your Criteria

- 1 Log in to 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		
	Special Purpose For Sale - 9/12/2012	<input type="radio"/> Daily <input type="radio"/> Weekly
	Office For Sale - 5/19/2012	<input type="radio"/> Daily <input type="radio"/> Weekly
	Multifamily For Sale - 7/13/2012	<input type="radio"/> Daily <input type="radio"/> Weekly
	Multifamily For Sale - 12/2/2012	<input type="radio"/> Daily <input type="radio"/> Weekly
	Office For Sale - 8/22/2012	<input type="radio"/> Daily <input type="radio"/> Weekly
For Lease		
	Joe's New SF Office - December 2012	<input checked="" type="radio"/> Daily <input type="radio"/> Weekly
	Los Angeles Office For Lease - 7/16/2012	<input type="radio"/> Daily <input type="radio"/> Weekly

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)