Knowledge Base Article

Free Download Real Estate Software - ProGold i2 web site: www.progoldi2.com
Real Estate Search Engine - ViewMyListing.com web site: www.viewmylisting.com
Search Local Classifieds – www.viewmylisting.com/buy-sale-trade
Agent Tools web site: www.viewmylisting9ae.com

Article ID: **4243**
Subject: **How to Stop Receiving ViewMyListing.com Emails**
Last Modified: **February 13, 2009**

Applies to: **ViewMyListing.com**

Summary: Please Note: Since the creation in August 2008, ViewMylisting.com "Real Estate Search Engine" is one of the faster growing web sites in real estate. With over 1 million listings and 200,000 agents and growing, ViewMyListing.com is starting to get top ranking on Google. Top ranking on Google brings added exposure to agents and listings at no additional cost. Although, an occasional agent will not wish to receive emails from ViewMyListing.com that are intended to enhance their ranking on Major Search Engines. They can decide to remove the listing by un-clicking the box marked "Show on Internet" for each of their properties. However, we are not sure why an agent would want to do this, unless it is requested by their seller.

It usually takes about 2 – 4 weeks for listing to be removed from Google, Yahoo and MSN. Once a property is removed from the search engines, the three related emails will stop as well.

Procedure: Actions required to inactivate an agent record in Pro Gold i2 are explained below.

Step 1: Go to www.ViewMyListing.com
Step 2: Click on the "**Login**" link in the upper right corner of the screen.
Step 3: Enter your **User Name** and **Password** and login to ViewMyListing.com.
    a. If you do not remember your User Name or Password, click on the "**Forgot User Name or Password?**" link in the lower right corner of the screen to have it emailed to you.
Step 4: Click on the "**Real Estate for Sale**" option to view your properties in ViewMyListing.com.
Step 5: Click on the "**Edit Listing**" button next to the property that you would like to edit.
Step 6: Remove the check from the "**Show Property on Internet (SEO)**" checkbox.
Step 7: Click the "**Save Listing**" link to save the property update.
Step 8: Repeat **Steps 4-7** for all remaining properties.
Step 9: Click the "**Sign Out**" link to log out of ViewMyListing.com and close the screen.
Step 10: It usually takes about 2-4 weeks for the listing to be removed from the search engines, which will stop the associated emails as well.

Additional Information: Below is a link you can use to get a copy of the latest user guide:

http://www.viewmylisting.com/downloads/9ae_user_guide.pdf

- Select the link
- View and print the Guide.

Related articles: N/A

Keywords: Stop Emails, Receiving Email Notifications, Properties, Show Property on Internet, SEO, 4243