

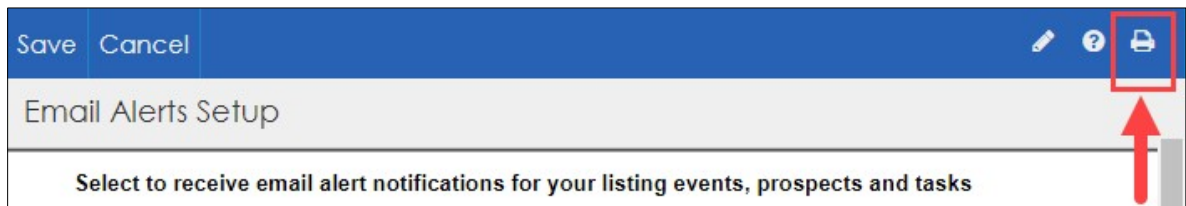
BAREIS MLS®


Capture Email Alert Setups in BAREIS MLS

1. Log in to BAREIS MLS. From the top menu bar, click **Admin** (1) and then select **Email Alerts Setup** from the drop down.



2. On the **Email Alerts Setup** screen, capture your alert settings using **one** of the three methods below.
 - a. **Print Icon** ([pdf](#) or [hard copy](#))
 - Click on the print icon in the upper right, selecting pdf or the printer of your choice.



- b. **Print Screen** ([PrtSc](#) or [PrtScr](#) key on your keyboard)
 - Press the **Print Screen** key on your keyboard and paste the screenshot into the application of your choice, such as MS Word.
 - Save the file for future reference following the BAREIS Plus launch.
- c. **Snipping Tool** 
 - This application may already be added to the toolbar across the bottom of your screen. If not:
 1. In the search box in the lower left corner of your screen, enter [Snipping Tool](#).
 2. Click on the **Snipping Tool** link in the upper right of the best match window.
 - Click on the **New** icon, select your saved searches and paste the screenshot into the application of your choice, such as MS Word.
 - Save the file for future reference following the BAREIS Plus launch.