



Quick Start User Guide

# View Emails Sent To Candidates

*Prepared By:* Reach Support



## 1. About Candidate Emails

Every email sent to relating to the candidates application can be viewed from the Candidate Record Card.

The emails may have been sent by the system or by HR to:

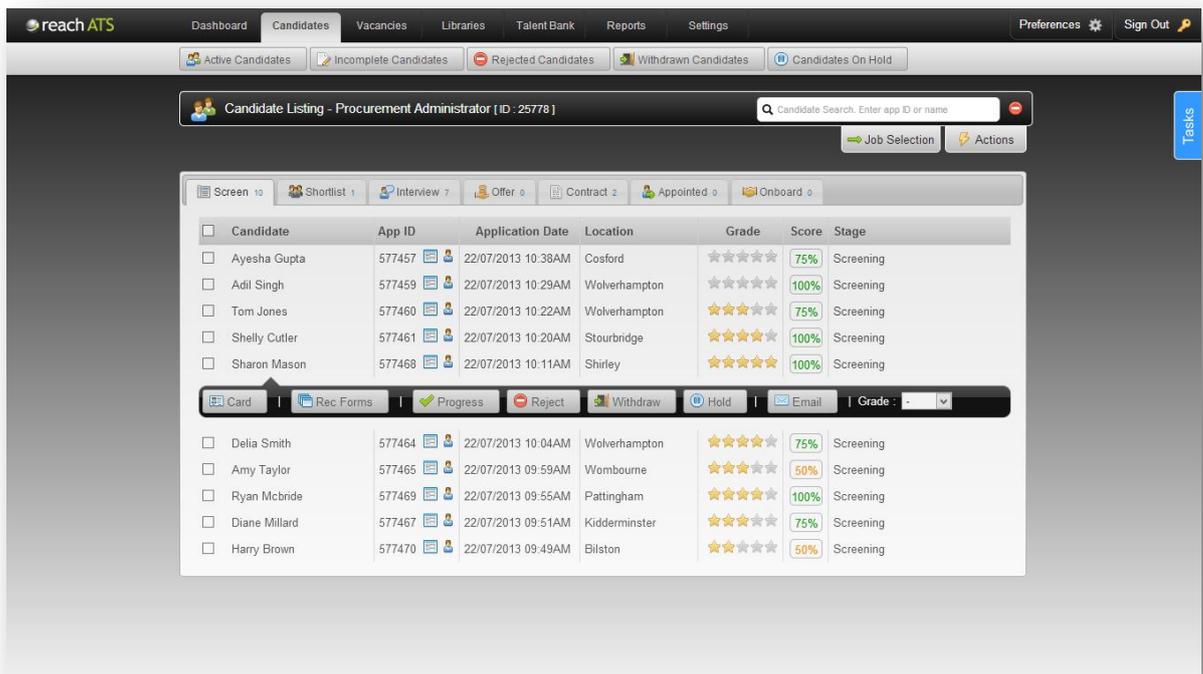
- The Candidate
- The Hiring Manager(s)
- The HR Recruiters
- The Referees

## 2. Open the Candidate Record Card

To access the Record Card:

1. Click anywhere on the candidate's row to access the options bar
2. Click Card

**Figure 1:** Open the options bar to access the Card button



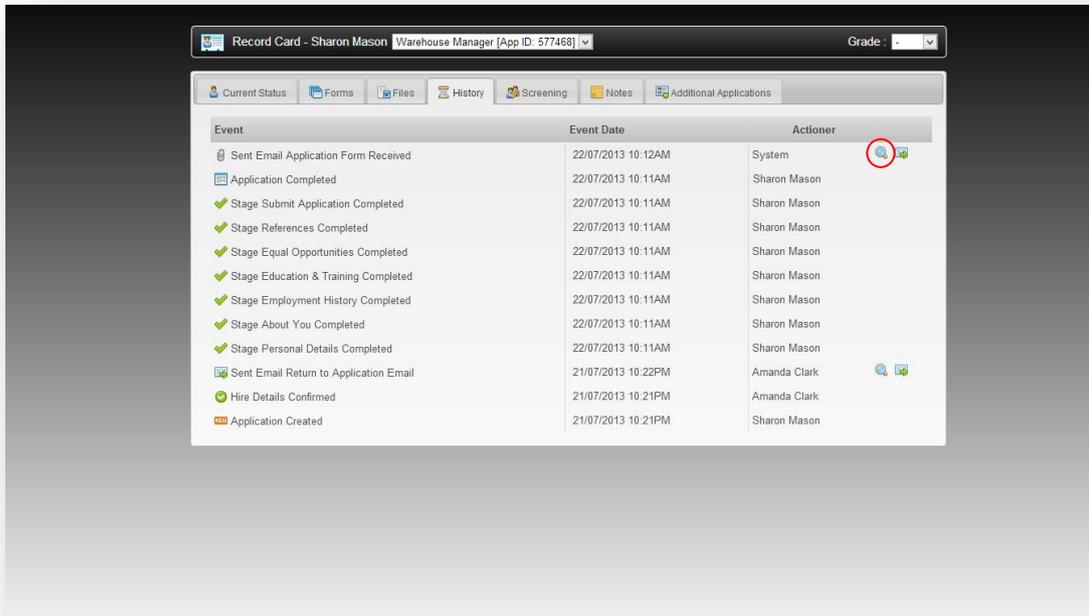
The record card will open in a new tab.

### 3. View the Emails

Click the History tab in the record card.

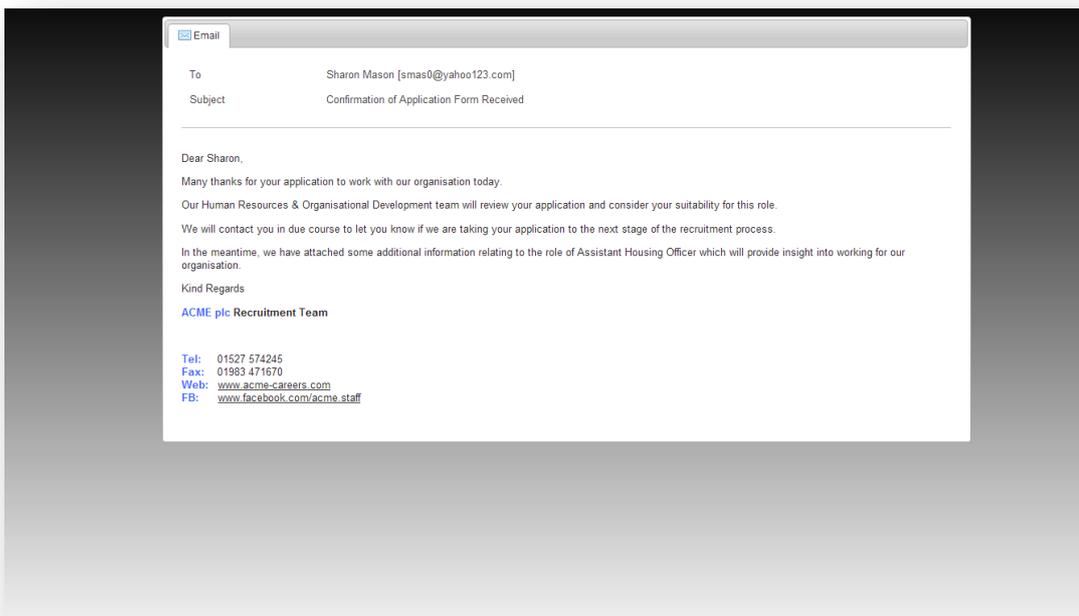
Every email that has been sent to the candidate will appear here.

**Figure 2: View emails sent from the History tab**



To read the email, click the magnifying glass icon. The email content will open in a new tab.

**Figure 3: Clicking the magnifying glass icon opens the email in a new tab**



### 3. Resend an Email

To resend an email at any time, click the resend envelope icon.

Figure 4: Click the envelope icon to resend an email

