reach ATS®

Manually Send an Email

Prepared By: Reach Support
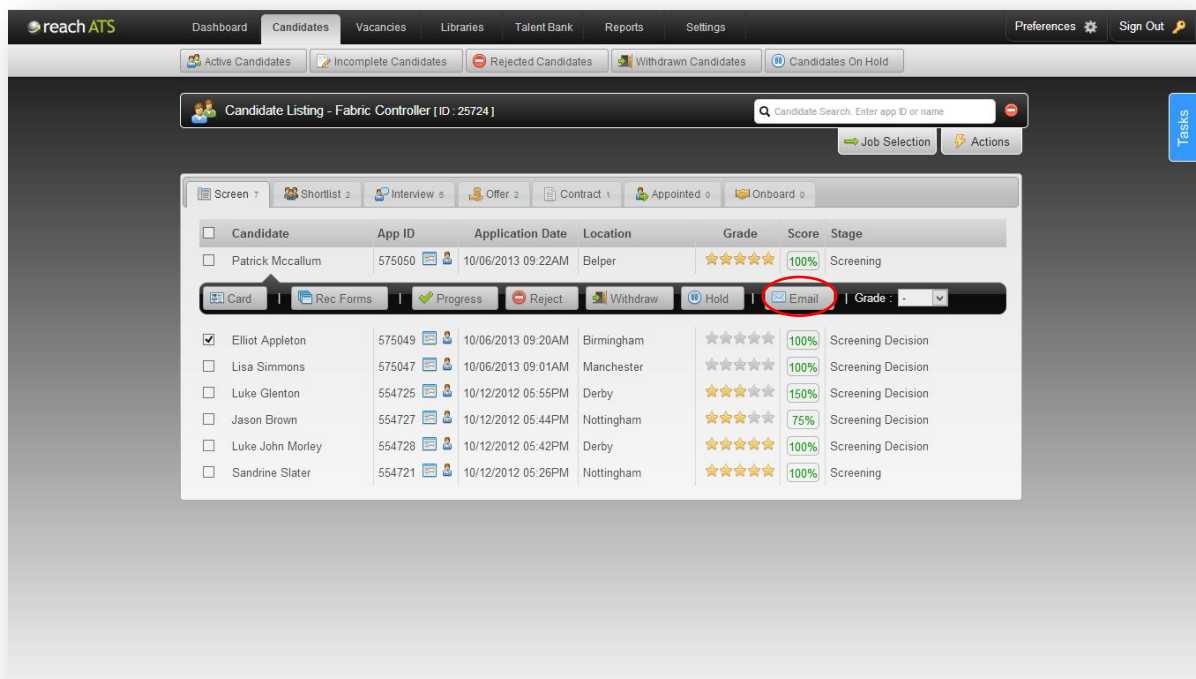
1. Manually Send an Email Template

HR Administrators can manually send an email template to any candidate on an ad-hoc basis at any time during the recruitment process.

To manually send an email to an individual candidate:

1. Click **Candidates** then select the job title
2. Click the name of the candidate you want to email from the candidate listing
3. Click **Email** from the available options
4. Click **Edit** on the stage you'd like to trigger the email template(s) from
5. Click **Template Email** tab then click the name of the email template to send
6. Click **Send this Email to the Selected Candidates**

Please note: *to compose and send an ad-hoc email, select* **Ad Hoc Email** *instead of Template Email when prompted.*

Figure 1:   Manually trigger an email

2. Manually Send an Email Template

To send an ad-hoc email to multiple candidates:

1. Click **Candidates** then select the job title
2. Tick the checkbox next to each candidate's name of the individuals to email
3. Click the **Actions** Button then select **Email** from the available options
4. Click **Template Email** tab then click the name of the email template to send
5. Click **Send this Email to the Selected Candidates**

Figure 2: Send emails to multiple candidates at the same time
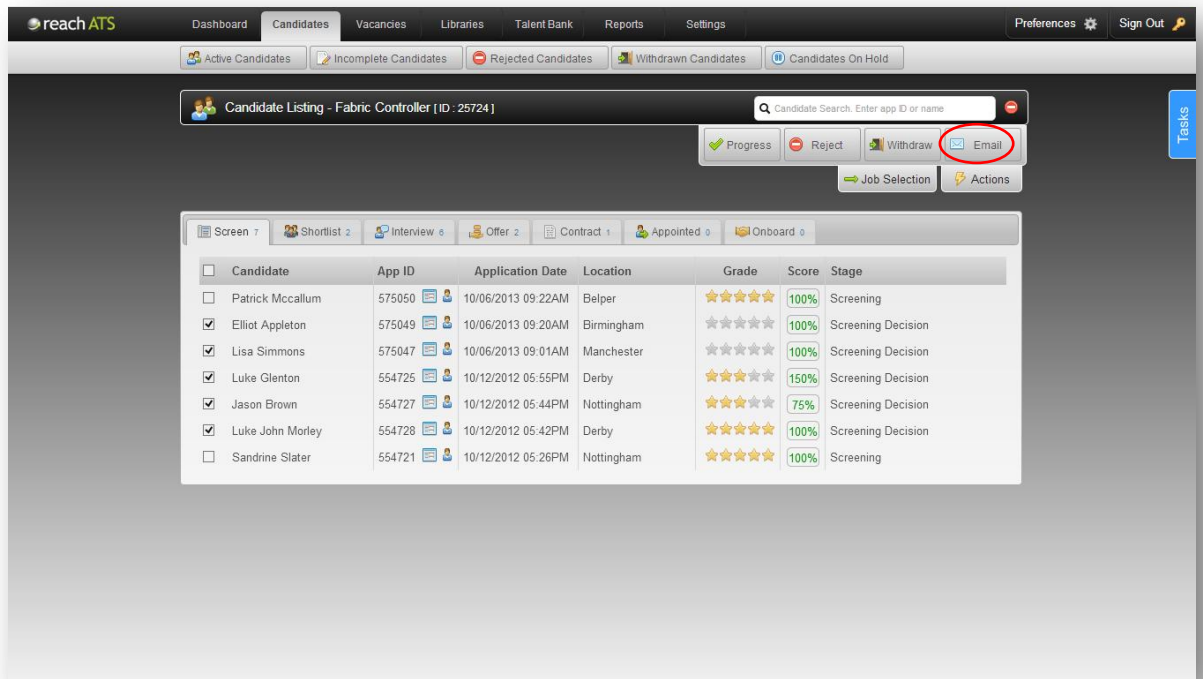
The email will be sent to the recipient for the template for each of the selected candidates.