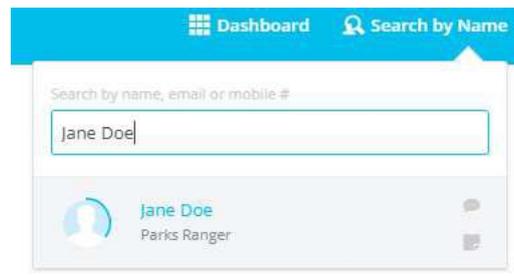


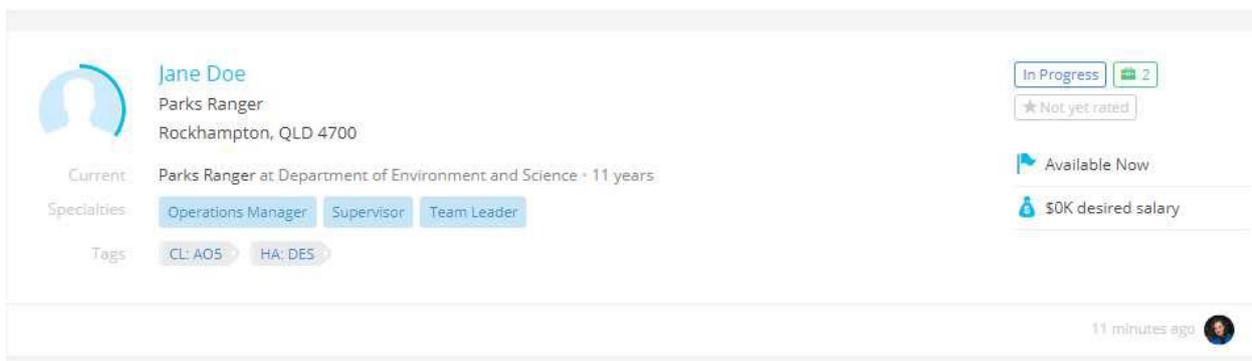
Communicate with talent

Talent now user guide

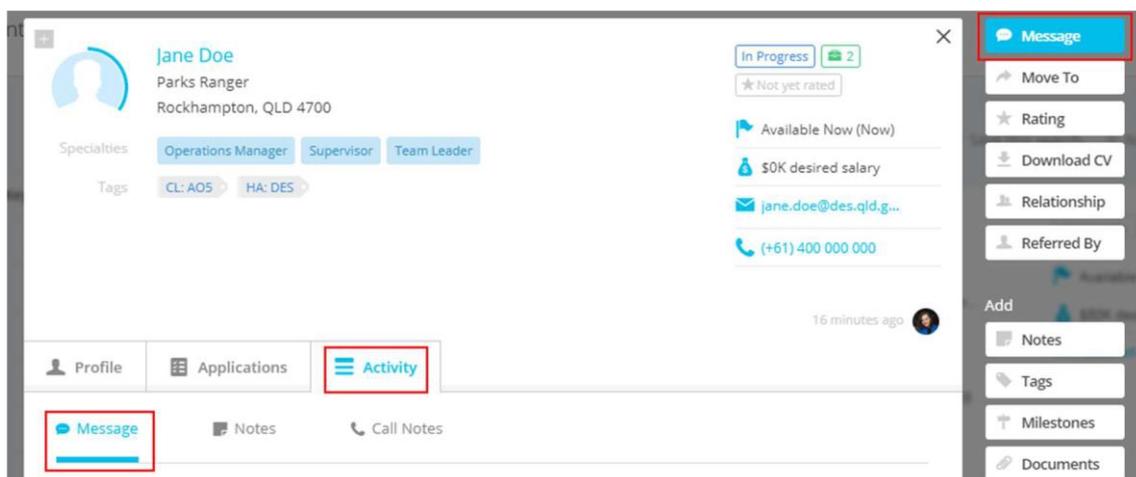
1. Search for the person you wish to contact on the dashboard.



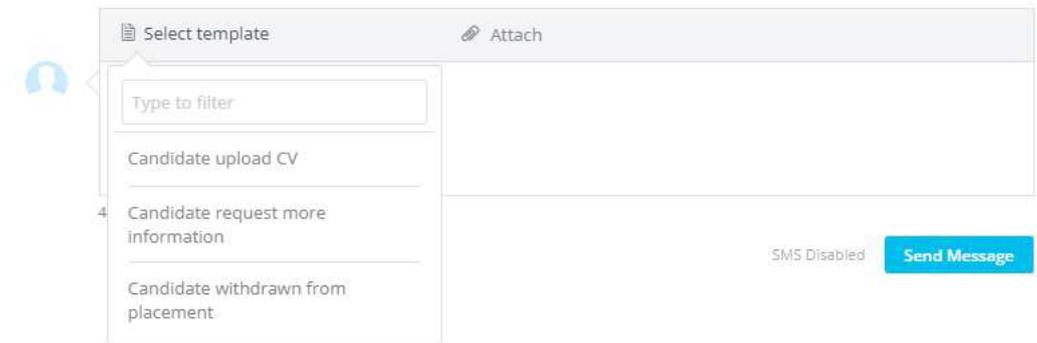
2. Click on the candidate you wish to message.



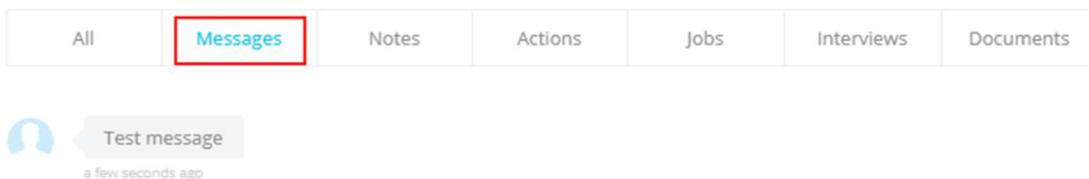
3. Select the blue Message box from the top right of the profile or navigate to the activity pane and click on message. If you wish to call the candidate, their number is on the right hand side of their profile.



4. Select a template message or type the message you wish to send then click send message.



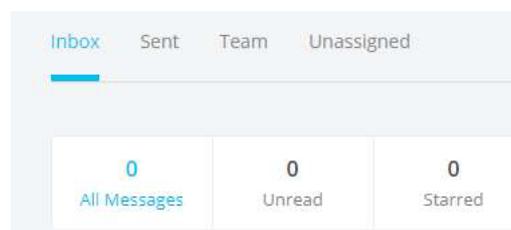
5. All previous messages to and from the candidate can be viewed below on the activity feed, and more specifically by clicking on the messages section.



6. Active message threads can also be viewed by clicking on the speech bubble icon next to your name in the top right.



7. From here you can view your current message threads, as well as messaging from members of your team.



8. For further guides and support visit the training and support hub in the [Talent Now portal](#).