

# Bulk messaging

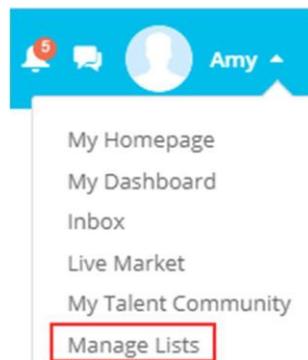
## Talent Now user guides

### Bulk messaging candidates from a list

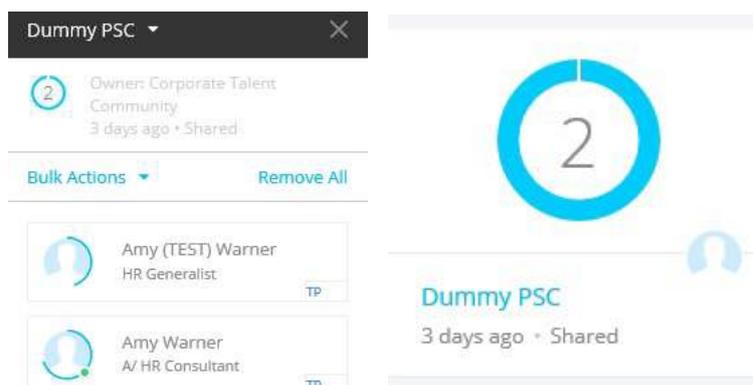
1. Hover over your name in the top right corner of the screen.



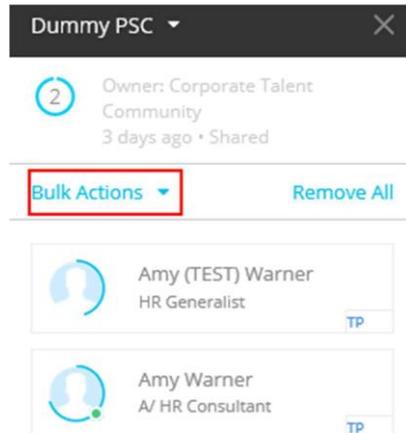
2. Click on Manage Lists from the dropdown menu



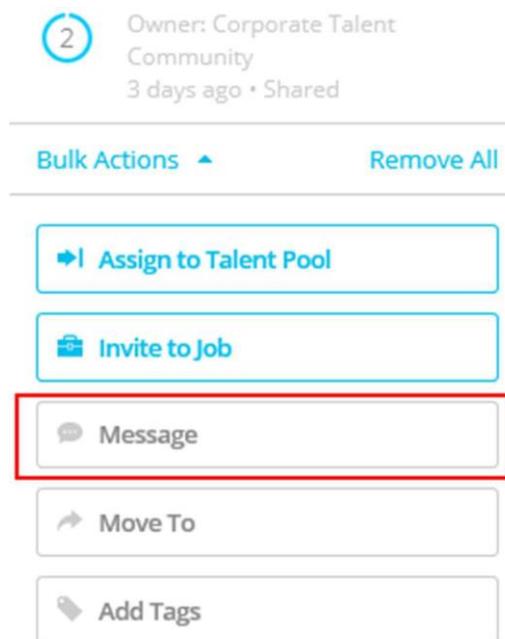
3. Click anywhere on the list you want to message or manage on the lists page, which will then load the list onto the list pane on the left side of the screen.



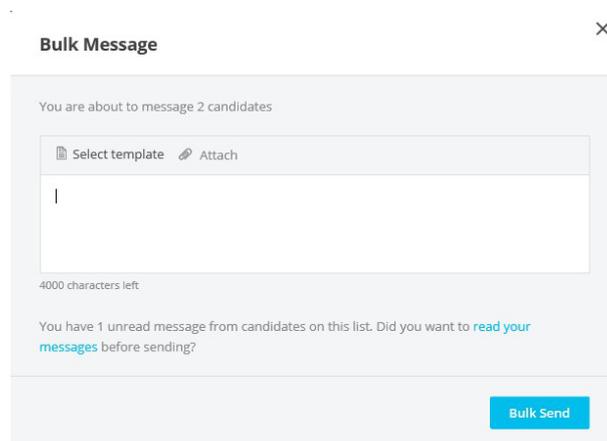
- Click on the bulk actions dropdown.



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- You will then be able to select a template, type or message, or attach documents to send to all individuals within the list.

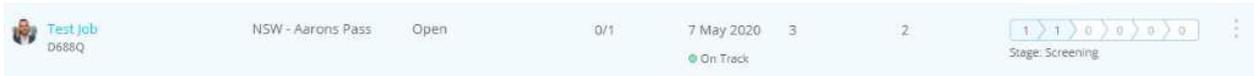


## Bulk messaging candidates assigned to a job

1. Click on the jobs tab on the dashboard.



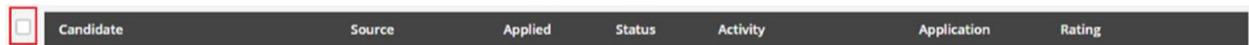
2. Click into whichever job you wish to send bulk messaging to candidates for.



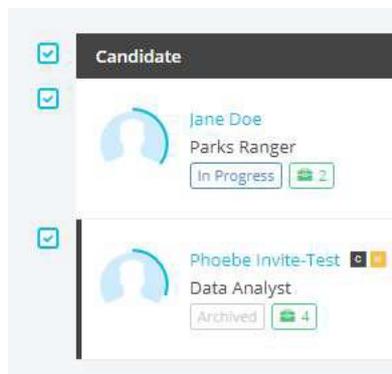
3. Click into whatever subset of candidates you wish to view and contact.



4. Hover over the black bar to make a checkbox appear on the left above the candidates.



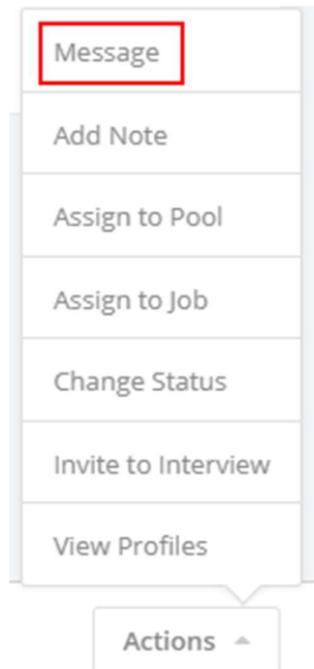
5. Click into the checkbox to select all of the candidates in your selected section.



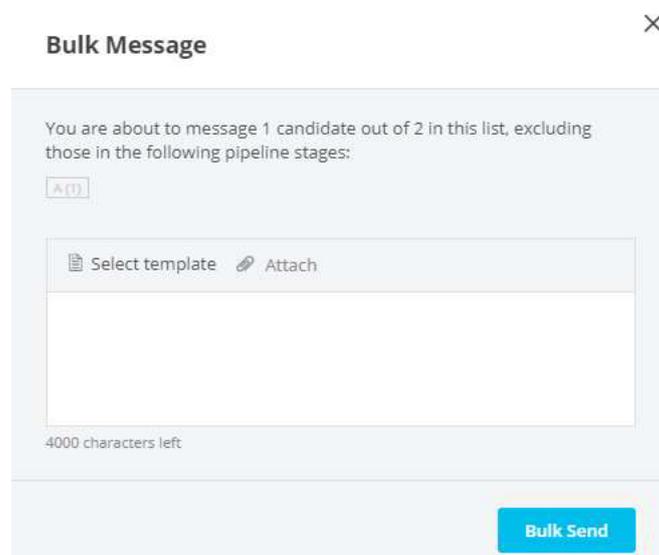
6. Once you have selected the candidates, a bar will appear along the bottom of the screen noting the number of selected candidates, the option to clear selected checklist and the actions button.



7. Click on the actions button, and then click message.



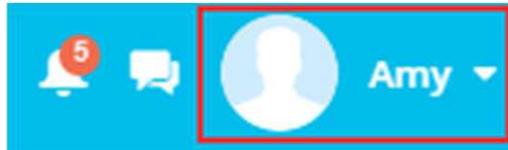
8. This will allow you to select a template, type a message and include attachments to send with any messaging.



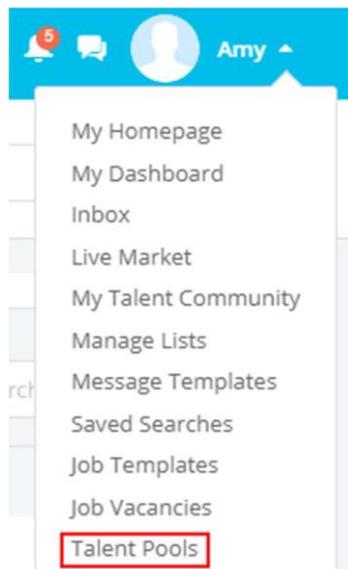
9. Once the message is selected, click bulk send.

## Bulk messaging candidates from a talent pool

1. Hover over your name in the top right corner of the screen



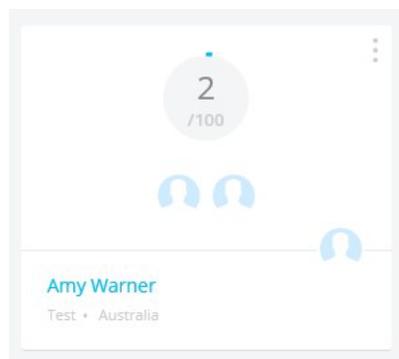
2. Select Talent Pools from the dropdown menu



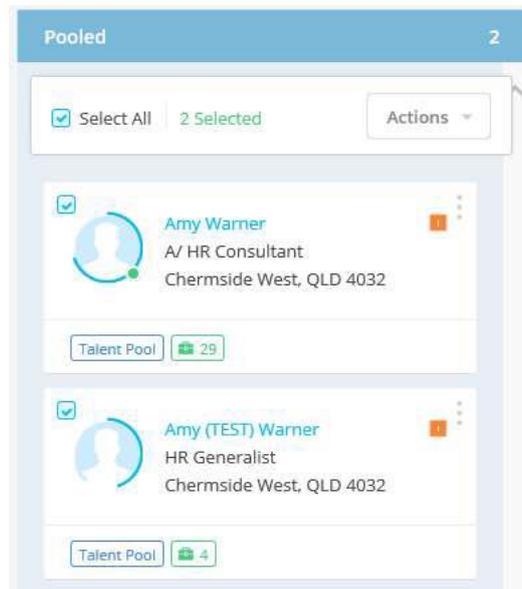
3. Click on the Talent pool group containing the talent pool you want to message.



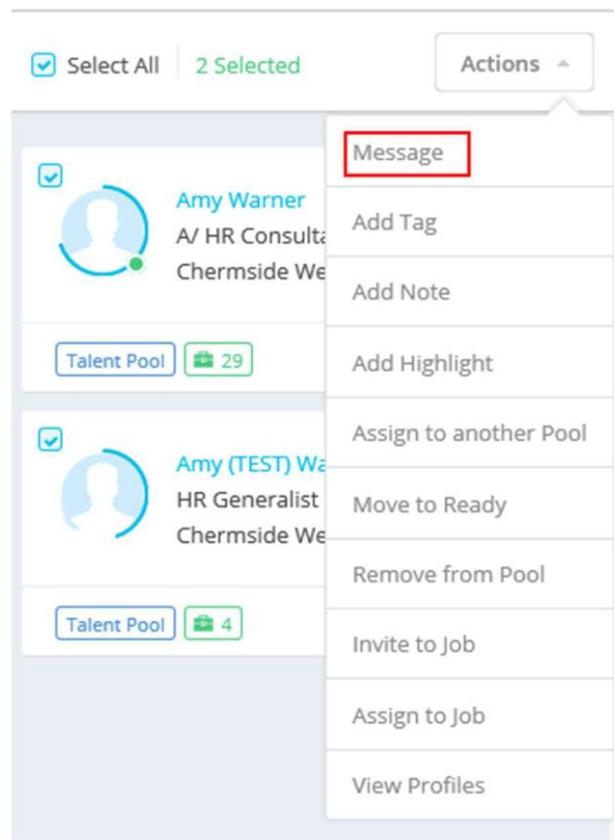
4. Select which specific Talent Pool you wish to message.



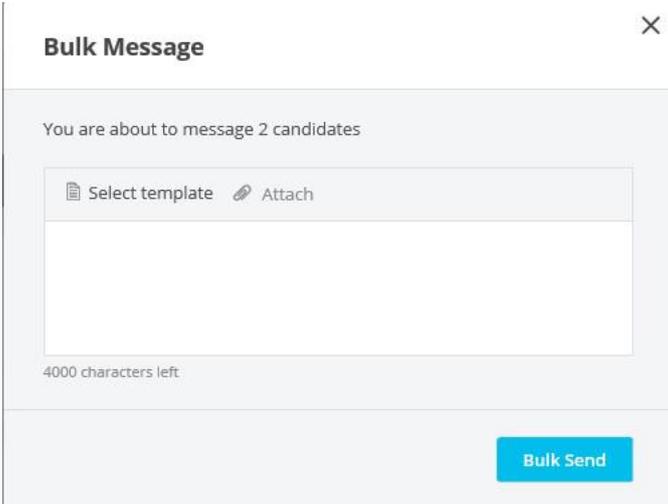
5. Click on the checkbox to the top left of any of the candidates in the middle-pooled section, and then click Select All



6. Then Click on actions and select Message.



7. Then select your template, attach your documents or type your message into the box.



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