

## STEP PROCESS TO MASS MESSAGE STUDENT APPLICANTS

### Step 1: Click on Applicants.



<< Back Edit Applicants Expire Refresh Copy Cancel

### #27241912 - Career Peer Mentor

Managing your job posting:

- Click on the icons above to expire, refresh or delete your job.
- To view candidates who have applied, click on the View Applications icon above.
- Your job posting activity is listed below.
- Click the edit icon to make changes to the job details.

#### Activity

Status	Posted Date
Approved	Nov 20, 2023

### Step 2: Click the box for each applicant you are choosing not to interview.



Select All Deselect All Export Print Email

### Posting - Applicants

message text is empty >>

Sort By Name (A-Z)

j, Chi	Email Print
Applied: 023	
z, Rossanna	Email Print
Applied: 023	

### Step 3: Send out mass email to selected applicants.

