
Step-by-Step Instructions: Send a Message

1. To Send a Message, Start from your **Recruiter Dashboard**.
 2. Select the **Messages** tab on the left side of the navigation screen.
 3. Click the **SEND A MESSAGE** button in the top right corner of the screen.
 4. The **Send a Message** page will appear.
 5. Next, determine who you'd like to send this message to. You can choose message recipients from one of the following:
 - **Pick from your network**, to select contacts that are already in your Jobster network. Simply locate and click on the folder your contacts are in, i.e. *Accounting Conference 2007*, select specific names or select all, and click **Update recipients in message**.
 - **Add manually**, to enter new contacts. Simply select **Add manually**, enter email, first and last name and click **Add recipients**.
 - **Choose contacts from Outlook or Lotus Notes**, click **Add manually** or from **Outlook / Lotus Notes**. Next, click **Pick from Outlook or Lotus Notes**, you will be prompted to install an Outlook or Lotus Notes plug-in if you don't already have this installed. Select the contacts you'd like, and then select **OK**.
 - **Import from an Excel CSV file**, click **Add manually** or from **Outlook / Lotus Notes**. Click **Import from Excel (CSV)**. You'll be taken to the **Import Contacts** page. Use the drop down to find the application where your contacts are located and follow the specific directions. Or, click **Browse** to find your CSV file. Click **Load the file to upload**.
 6. **Determine what you'd like to say in this message**. You can write a new message in the text box, or use the drop down box to select a message template. Keep in mind, unique and compelling text entices recipients to read your message.
 7. Use the drop down box to **select a salutation** for your message.
 8. Next, determine what **link** you would like to include in this message. Click the appropriate button next to **Jobs**, **Network Invitation**, **Online application** or **No link**.
 9. To add a job description link to this message, click **Add jobs to this message**. You will be taken to the **Select Jobs for message page**. Click the box next to the title of the job you'd like to include.
 10. Click **Update jobs in message**. You'll be taken back to the **Send a message** page.
 11. You can now categorize the recipients of this message in your **Network**, if they are new contacts.
 12. To send the message, simply select the **Send now** button.
 13. To preview the message before sending it, click **Preview message**.
 14. To save the message and send it later, click the **Save draft** button.
 15. **That's it! You're done!** A message confirmation page screen will appear letting you know your message has been sent.
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