



Quick Tip: Changing the SENDER on a Bulk Email Campaign

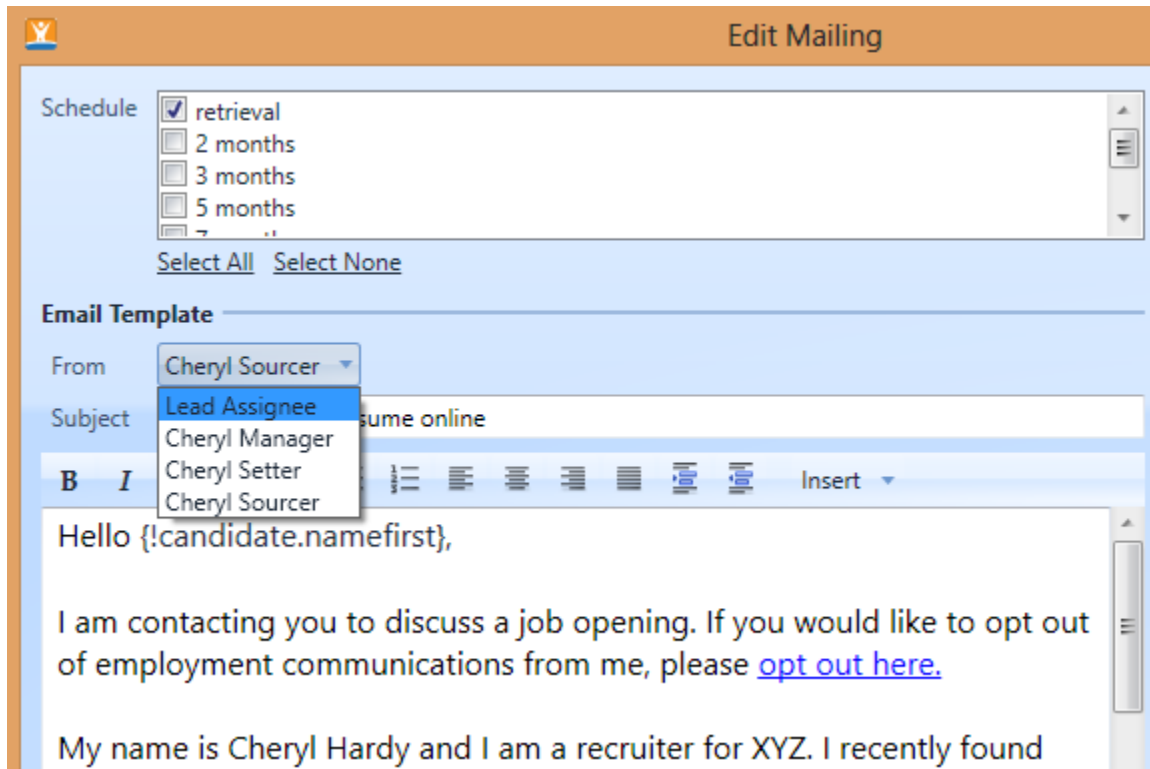
We've received questions from users who would like to send their bulk emails from another user in their organization: i.e., the person who is responsible for receiving and managing responses to hiring campaigns. To help you structure your email campaigns so that emails automatically send from the name/user who has been assigned to oversee candidate activity within TalentHook, the "From:" drop down field in the bulk email set up now includes the option: "Lead Assignee."

How easy is it? VERY.

Access your bulk email settings from the ADMIN button on the navigation bar:

The screenshot displays the TalentHook Administration interface. The top navigation bar includes icons for Back, Forward, Home, Search, Agent, New Lead, Look Up, Calendar, Reports, Broadcasts, Settings, and Admin. The Admin button is circled in red. Below the navigation bar, the main content area is titled "Administration". On the left sidebar, the "Auto Bulk Mail" option is circled in red. The main content area shows the "Mailing Schedule" section with two email templates. The first template is titled "retrieval" and the second is titled "1 months". Both templates show the "from" field as "Cheryl Sourcer". The "Edit" button at the bottom of the "1 months" template is circled in red. Red arrows point from the "Admin" button to the "Auto Bulk Mail" option and from the "Auto Bulk Mail" option to the "Edit" button.

Next, locate the “From” drop down, and select “Lead Assignee” from the list of options:



The screenshot shows the 'Edit Mailing' window. At the top, there's a title bar with a person icon and the text 'Edit Mailing'. Below this, the 'Schedule' section has a list of options: 'retrieval' (checked), '2 months', '3 months', '5 months', and a '...' option. Below the list are links for 'Select All' and 'Select None'. The 'Email Template' section is below. The 'From' dropdown menu is open, showing a list of options: 'Cheryl Sourcer', 'Lead Assignee' (highlighted), 'Cheryl Manager', 'Cheryl Setter', and 'Cheryl Sourcer'. The 'Subject' field contains the text 'Resume online'. Below the subject field is a rich text editor with a toolbar containing icons for bold, italic, bulleted list, numbered list, link, and insert. The text in the editor reads: 'Hello {!candidate.namefirst}, I am contacting you to discuss a job opening. If you would like to opt out of employment communications from me, please [opt out here.](#) My name is Cheryl Hardy and I am a recruiter for XYZ. I recently found'.

After clicking “save” this assignment will ensure that your email campaign will send from the person who is currently assigned to manage activity for this candidate.

Please note:

It is important that you use the signature macro, when building your email campaign. Using the “signature” macro will ensure that the email signature block at the bottom of your emails shows the contact information of the LEAD ASSIGNEE, and not you.

If you are unsure of whether or not you are using the signature MACRO or a manually entered signature here’s a quick visual comparison to assist you:

