

## Quick Reference Guide - Mail Matcher, Notes & Tasks

## What you will see What you need to do STEP 1: Get your Mail Matcher e-mail address Page Up From the Main Menu, click on the Update profile link located in the top right corner of the screen. Update profile Your Mail Matcher e-mail address will be displayed. ⚠ Home Highlight and copy this e-mail address. TIP: Add this e-mail address to your email contact list, Enable Mail matcher: as you will be using it on a regular basis. Mail matcher address: kanen.mrb.lvymll.qlxed@m.pageuppeople.com STEP 2: Open e-mail To... kanen.myp.lvkkbl.nljel@m.paqeuppeople.com From your e-mail inbox, open an email that contains Cc... Send Subject: information about an applicant or job. Certificate of Greatness.docx (12 KB); Applicant Cover Letter.docx (13 KB) For example, you might have an e-mail from a hiring manager containing their interview notes on an Hi Recruiter. applicant. Please find attached information about my application. Click Forward and enter or paste you Mail Matcher e-Regards, mail address into the To field. Applicant STEP 3: Add tag A tag instructs Mail Matcher where to add the information contained in the email. To... kanen.myp.lvkkbl.nljel@m.pageuppeople.com Tags can be added in the subject line or body of the Cc... Subject: email. Certificate of Greatness.docx (12 KB); Applicant Cover Letter.docx (13 KB) There are three types of tags: Hi Recruiter, > Applicant – use the word applicant and the Please find attached information about my application. applicant's name, e-mail address, or applicant number e.g. [applicant jeremyb@hotmail.com] Regards, Applicant > Job - use the word job and the job number [job 123456] e.g. [job 123456] > Task - just use the word task [applicant email@address.com] e.g. [task] [task] In the example below, where we are sending a hiring manager's interview notes to an applicant card, we have used the applicant's e-mail address and added the tag in the body of the email. STEP 4: Click Send Once you have tagged your email, click Send Mail Matcher will now add this information to the To... kanen.myp.lvkkbl.nljel@m.pageuppeople.com applicant card, job card or tasks panel, depending on Cc... the tag that you have used. FW: Application In the example used in step 3, the body of the e-mail would be added to the applicant card as a note and any attachments will be added as documents.