How To Configure Candidate Pipeline Change Email in easy.jobs?

Configurations · https://easy.jobs/docs/how-to-configure-candidate-pipeline-change-email/

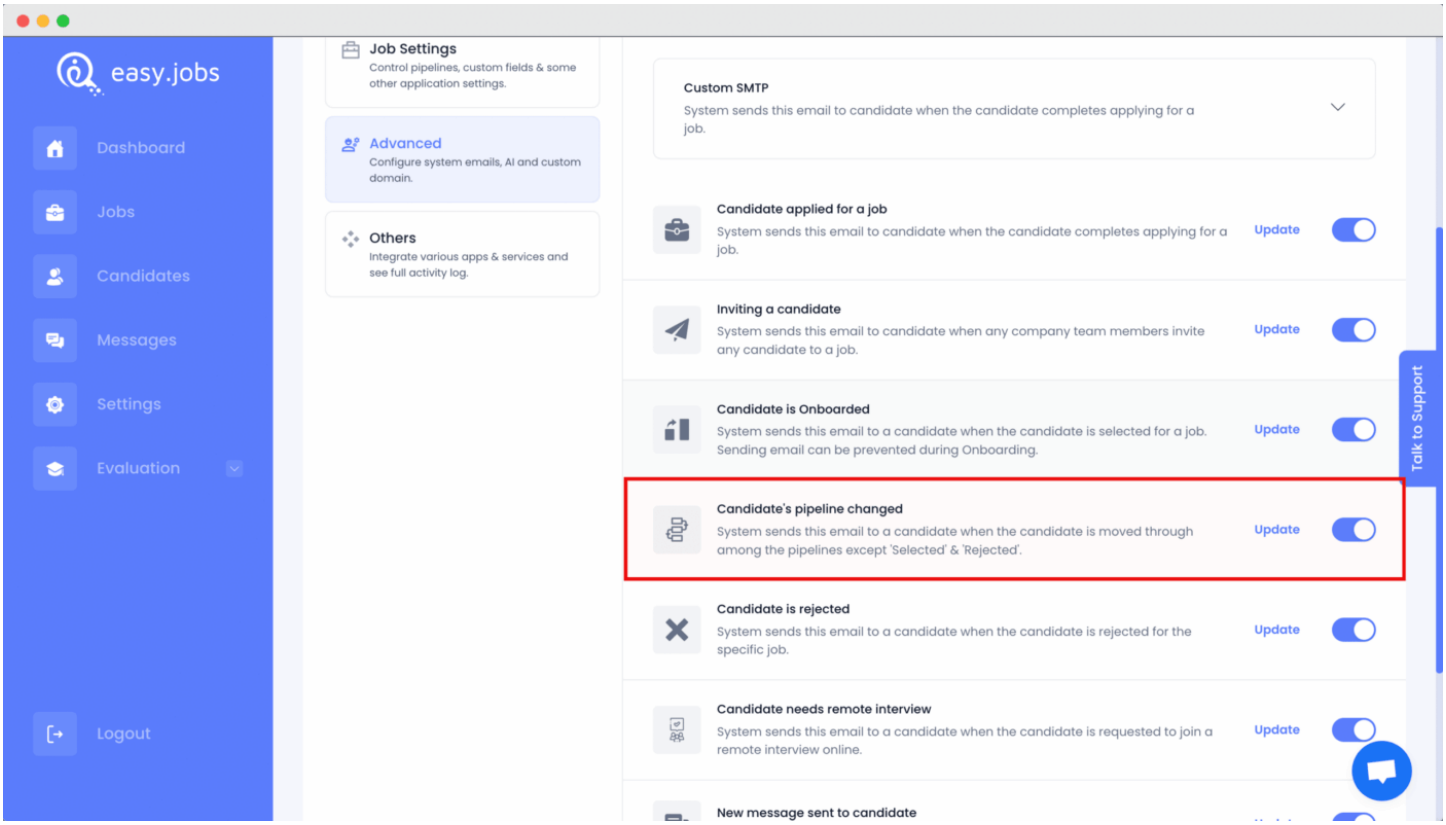
With **easy.jobs**, you can instantly configure a **candidate pipeline change email** and send it to the applicant straight from your dashboard. This way, a candidate will receive email notifications immediately when they move through stages in your recruitment pipeline.

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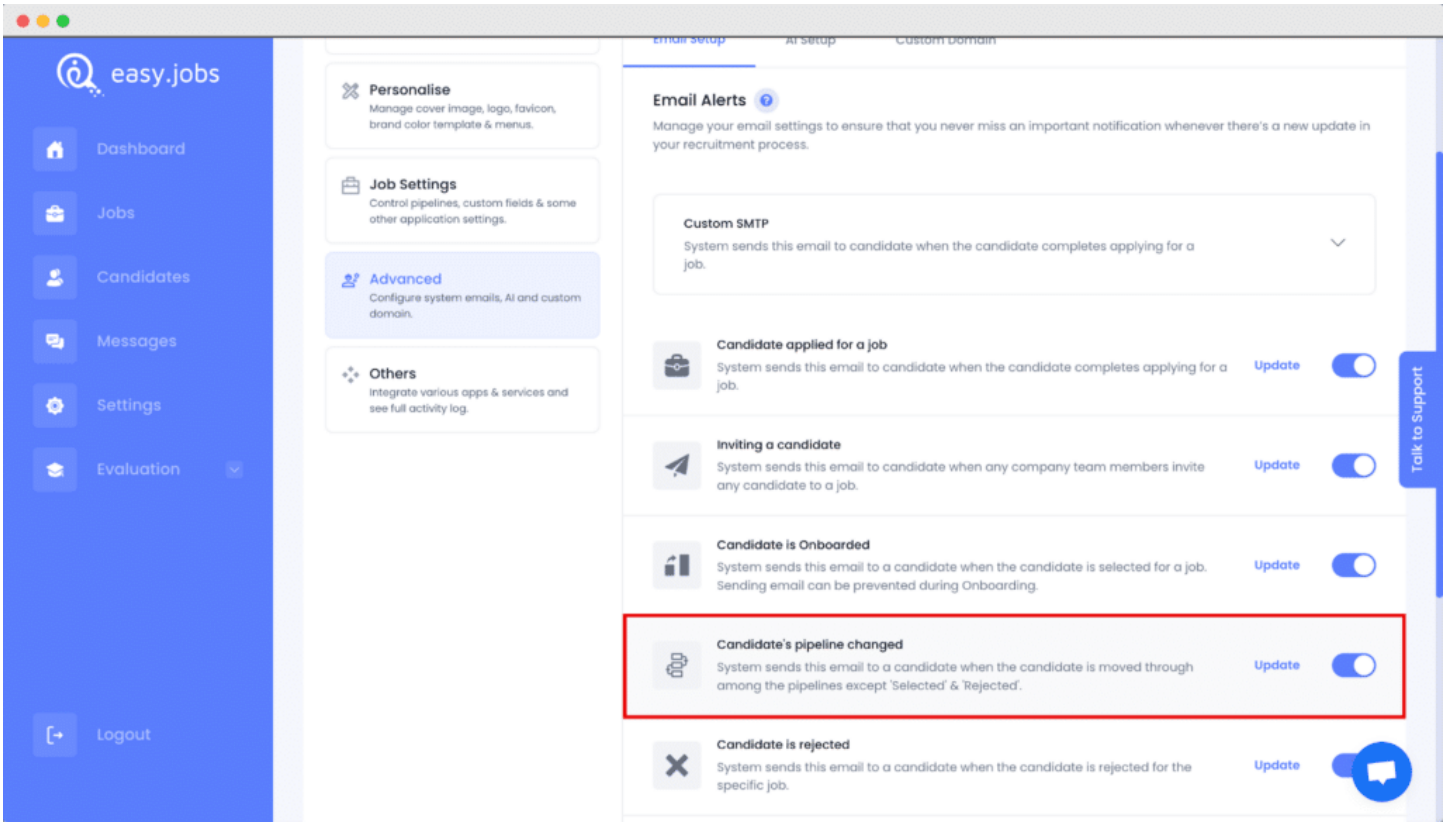
Check out the complete guideline below to learn how you can easily configure candidate pipeline change emails in a single click using easy.jobs.

Step 1: Set Up Pipeline Change Email In easy.jobs

Log in to your easy.jobs account and navigate to the **Settings→ Email Setup option** from the Dashboard as shown below. It will take you to this page from where you can configure your email to notify candidates about changes in the pipeline.



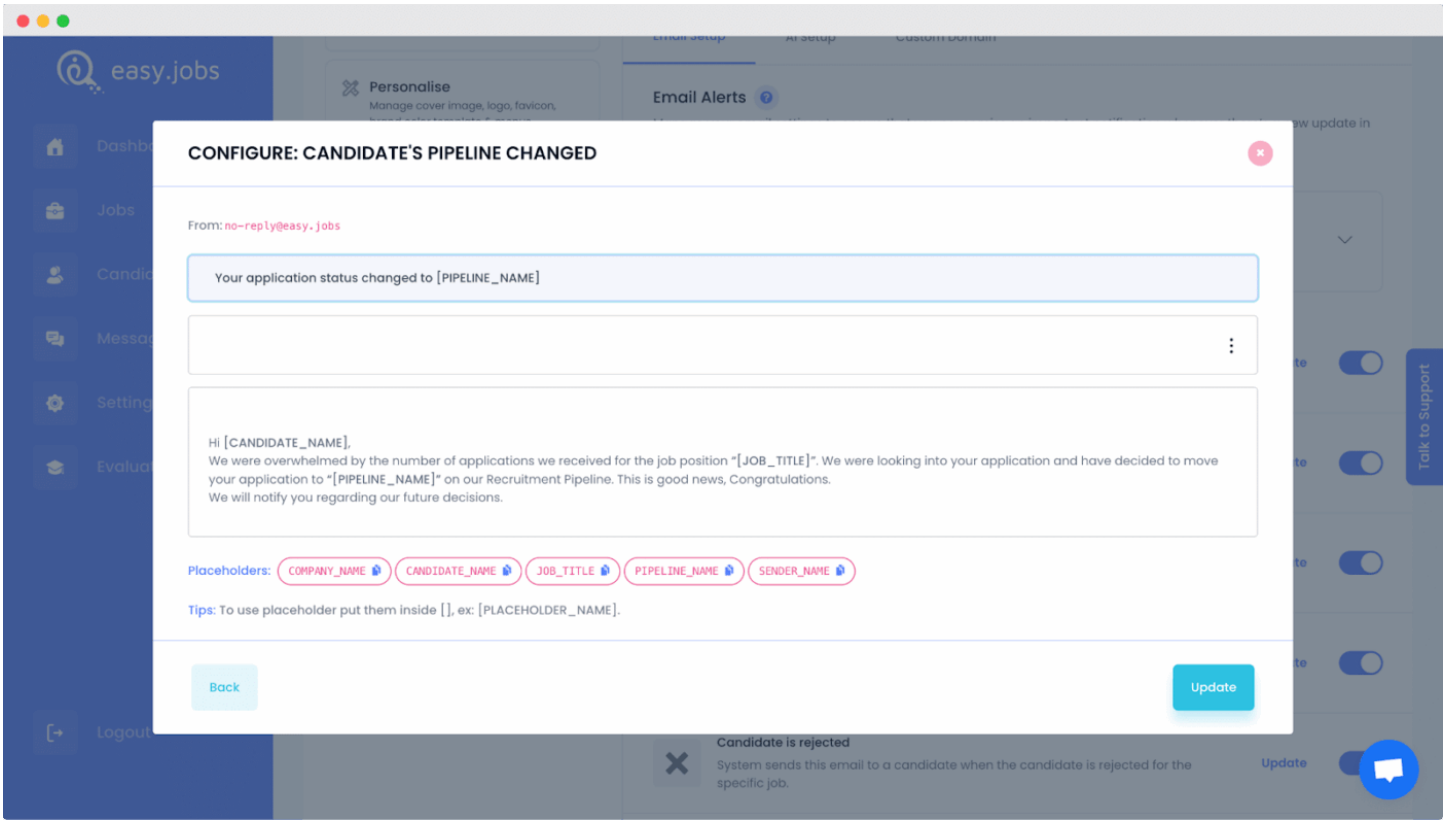
Ensure the '**Candidate's pipeline changed**' email option is enabled. If not, click on the toggle button to turn it on.



Note: *If you want to add a new pipeline for any job posts, then* ***follow this guideline****.*

Step 2: Configure Content For Pipeline Change Email

After that, click the '**Update**' button and you should see a pop-up appear with a default email template that includes several presets for you to choose from. **Add your own content to create your custom email message** template to notify candidates about pipeline changes. And then click on the '**Update**' button on the pop-up window to confirm your changes.



Note: *If you don't want to notify the candidate about the pipeline changes then you can just turn off the candidate notification option. For this, you need to* ***toggle the 'Notify' button to disable*** *the option.*

If you have followed all the steps, congratulations! You have successfully learned how to configure candidate pipeline change email setup settings in **easy.jobs**.

Need any help? Feel free to **contact us** or join our **Facebook Community** for more.