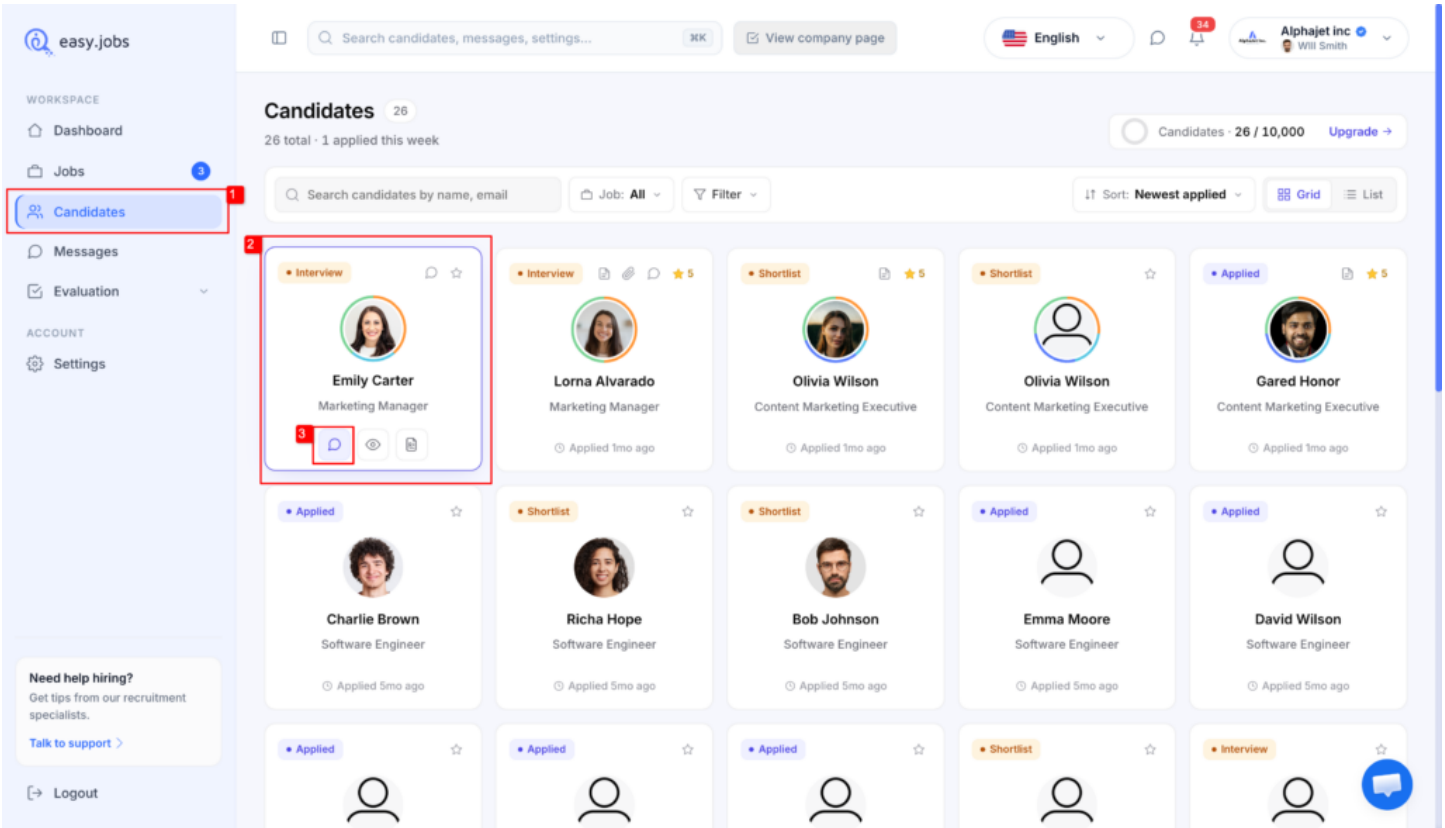
How To Save Messages As Draft In easy.jobs?

Messaging · https://easy.jobs/docs/how-to-save-messages-as-draft-in-easy-jobs/

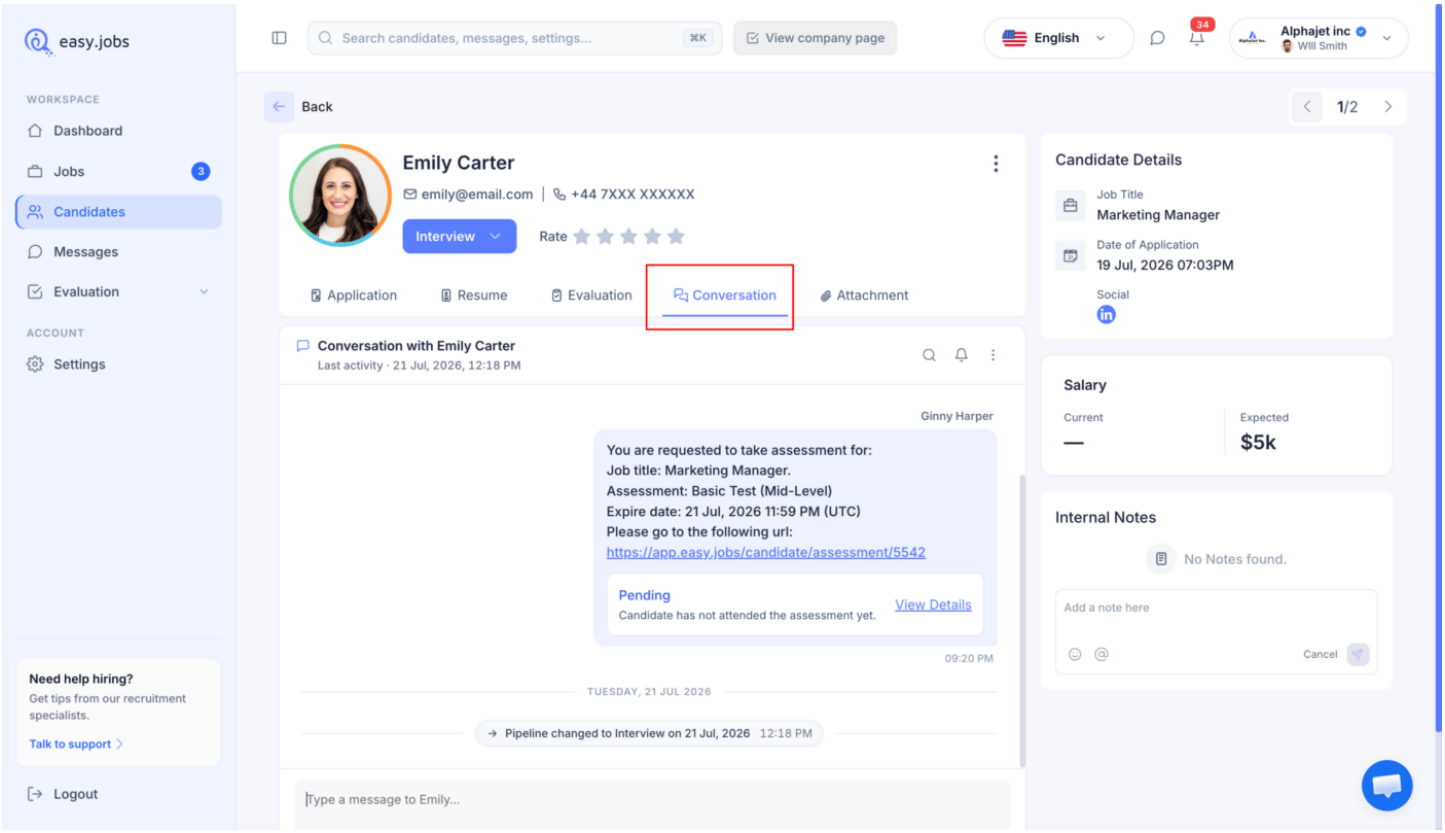
easy.jobs let you save messages as a draft so that you can come back, make changes and resend them at a later time. Check out these guidelines below to learn how to **save messages as draft in easy.jobs**.

Step 1: Create A New Conversation With A Candidate

Log in to your easy.jobs account and navigate to '**Candidates'** from easy.jobs Dashboard**. Hover** on any candidate to whom you want to send a message and click on the bottom left '**Message'** icon on that candidate.



You will be redirected to this page below, in the **‘Conversation’** tab. From here you are able to send messages to candidates.



Step 2: Save Message As Draft

If you write something in the text box and leave the page without sending it then the message is automatically saved as a draft in easy.jobs. You can come back later and complete writing your message to candidates.

Embedded media: https://easy.jobs/wp-content/uploads/2020/09/Save-Message-As-Draft.mp4

This is how a message is saved as a draft in **easy.jobs**. If you need any help, feel free to **contact us** or join our **Facebook Community** to get connected with us.