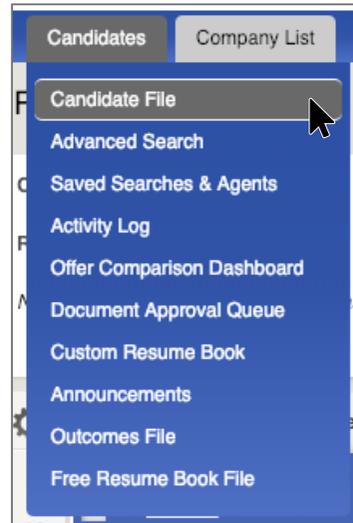


# Search + Email Students/ Candidates

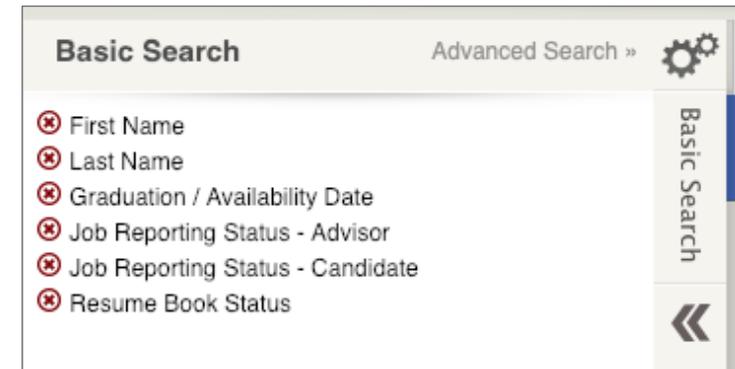
1

Sign into GradLeaders Career Center and select **Candidates / Candidate File**



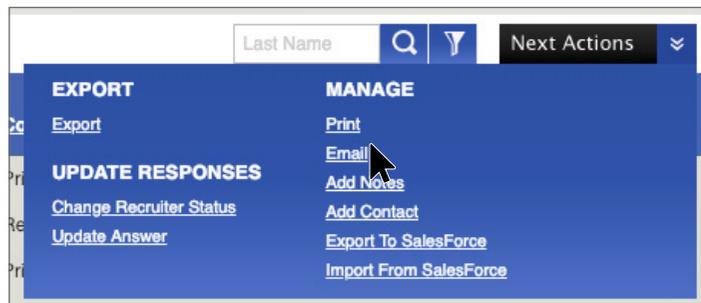
2

Click **Basic** or **Advanced Search** to find contacts of interest



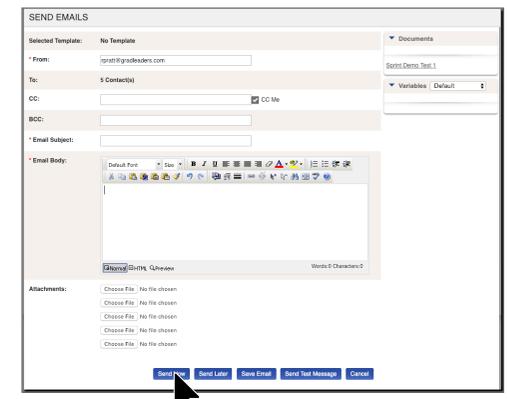
3

Select **Contacts** and click **Next Actions > Email**



4

Use the **Send Emails** pop-up to create emails for target audience and click **Send Now**



**👍 It's that easy!**