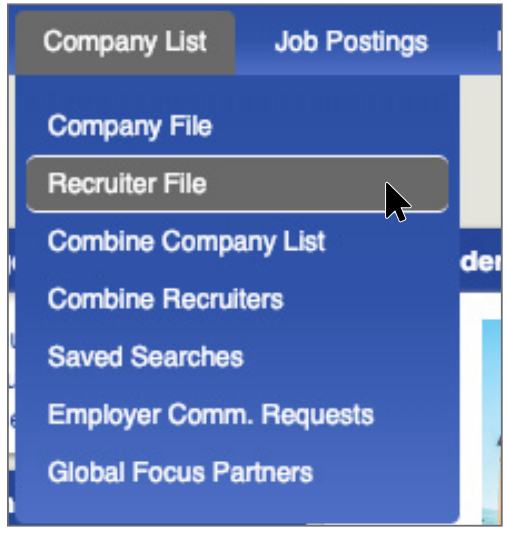
GRADLEADERS Career Center

QuickStart Guide for Admins

Search + Email Recruiters/ Employer Contacts

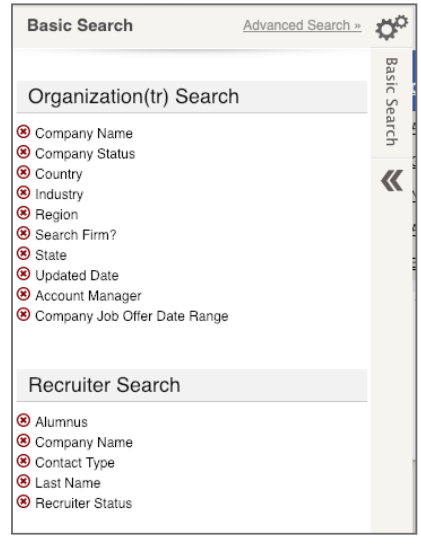
1

Sign into GradLeaders Career Center and select **Companies > Recruiter File**



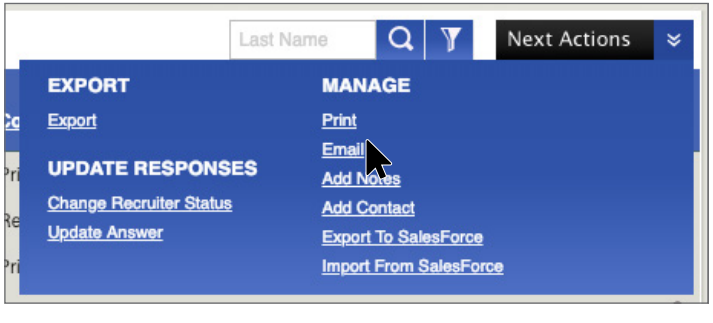
2

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



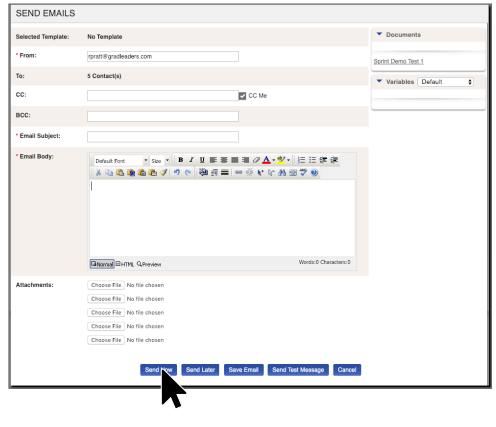
3

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!