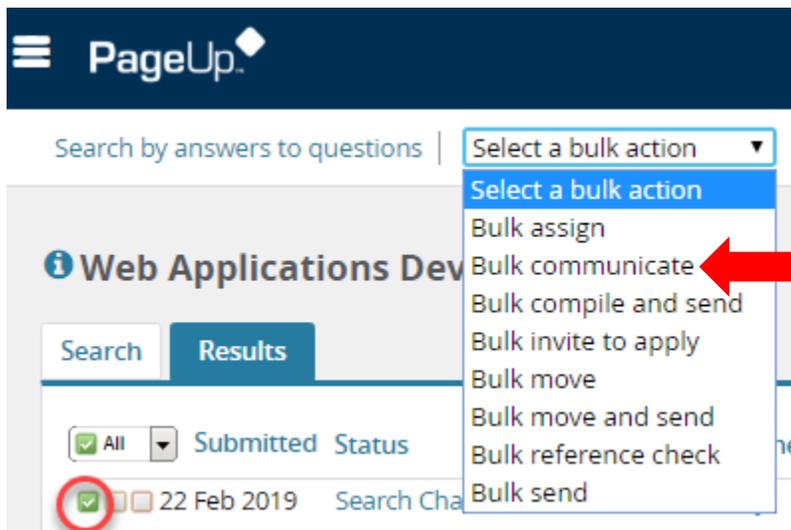


How to send applicants a COVID-19 communication notification from PageUp

Moving the applicant to **Bulk communicate** status allows you to select a communication template to email applicants based on hiring process.

1. On the *Manage Applications* screen, check the box next to each applicant you want to communicate too or select all pages to communicate to every applicant. (**Do not send the communication to applicants who were placed in *Minimum Requirements Not Met, Not Hired-Not Interviewed, Not Hired-Interviewed, or Round 1 status.***)
2. Select **Bulk Communication** from the *bulk action* drop-down menu.



3. Select **COVID-19 Hold Communication** or **COVID-19 Keep Warm** from communication template and click **Next**.

