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Email recruits

Revision 2026-10-10

Send and read recruiting email from YourTeamManager.

Read and send messages

Open **Recruiting**, then **Communications**.

Connect your team email

1. Open **Settings**, then **Recruiting Settings**.
2. Under **Mailbox**, fill in the sending and receiving details your email provider gives you.
3. Select **Save mailbox**. A green badge reading "SMTP configured" means it's set up.
4. Select **Check inbox** to look for replies.

Saved passwords are never shown again. Leave the box blank to keep the current one.

More on that page

- **Evaluation rules**: select **Add rule** to add one.
- **Exports**: select **Download CSV** to download your recruiting information.

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