Private Email

Communication · https://learning.pcrecruiter.net/site/docs/communication/private-email/

Adding email addresses to the Private Email list will prevent PCRecruiter from writing Activity records for any emails related to these addresses (sent to or from, or mentioning the email address in the body).

It is also possible to block Activity logging on a per-email basis if your user record's Security options are set to allow access to the Private Email checkbox that appears on email composing screens.

Only Admin level users can access the Private Email list.

1. Click on the **System** tab
2. Click **Email Setup**
3. Click **Private Email**
4. To search for an email address on the Private Email list, type an address into the **Email Address** field and click **Search**
5. To add an email address to the Private Email list, click **Add** and type an email address. Click **Save**
6. To delete an email address from the Private Email list, locate the email address in the list and click **Delete**

NOTE: Including a PCRecruiter user's own email address in the Private Email list prevents the system from writing Activity records for any of their own email correspondence sent from PCRecruiter, or any other users' emails on which their email address is copied or included.