Step 1: Once we have our candidate we would like to schedule a phone screen
- **Choose Schedule Phone Screen**

Step 2: Window will open up - Changing status to "Schedule Phone Screening"
- **Scroll Down till you see the texting feature**

Step 3: Select the template you want to use that already been created

- **Phone Screen**
- **In-Person Interview**
- **No Response**

Step 4: Double check you have CHANGED "Send As" - your name is listed if you have already Enabled the Texting Feature in your profile.

Step 5: Confirm Status Change