

## Jobs by email

This guide is intended to show you how to set up and manage jobs-by-email (JBE) notifications on NHS Jobs.

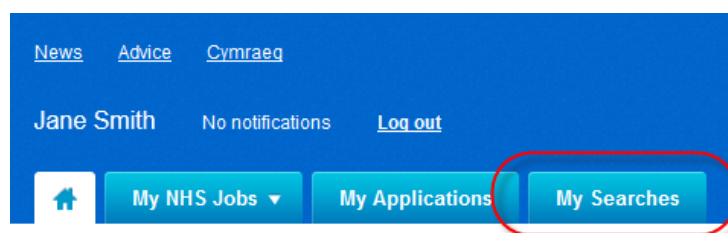
### Introduction

When you perform searches when you are logged into your account you can save the search to enable it to be easily run again in the future. One of the options for saved searches is to have the system perform the search automatically each day and send you the results by email.

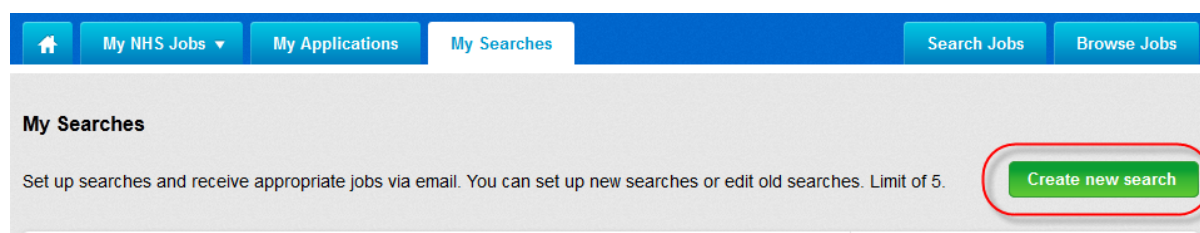
### Setting up a JBE

#### Where to start

Once you are logged in click on the 'My Searches' tab at the top of the page.




Then click on the 'Create new search' button on the 'My Searches' page.

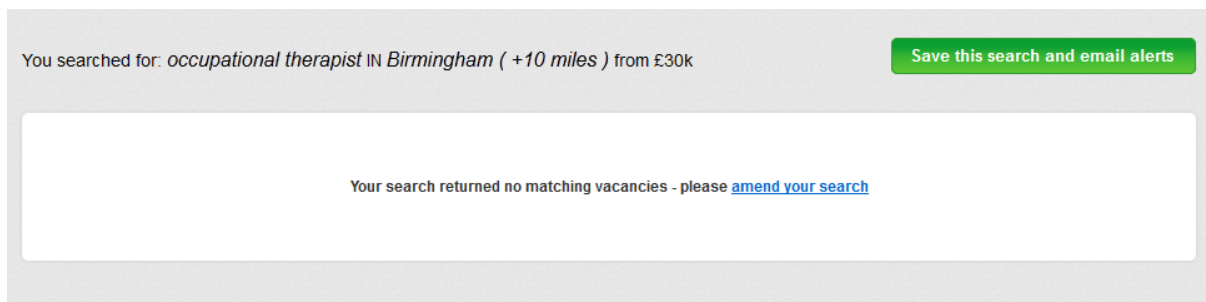


Alternatively, you can click in the 'Search Jobs' tab.

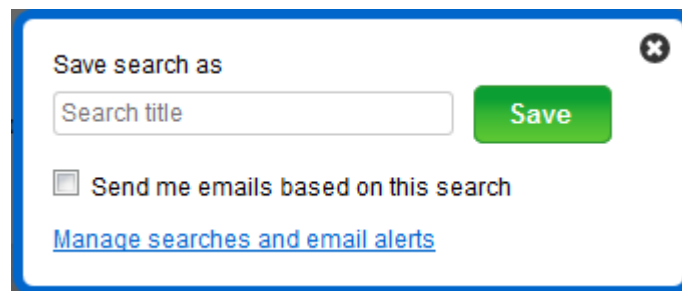



## Overview


Perform a search by entering the search terms and selections that you require. When you are presented with the search results that match your search terms, even if there are currently no results that match, click on the  button at the top of the page.



When you click this button you will be presented with a panel to name and save your search.



Save search as 



Send me emails based on this search

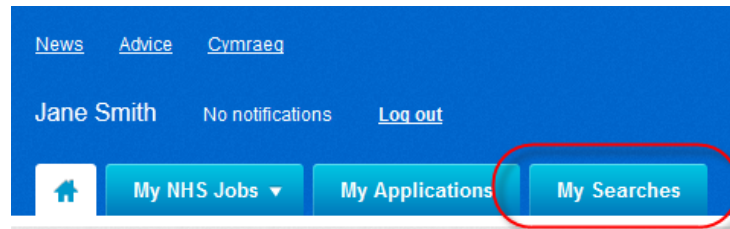
[Manage searches and email alerts](#)

Tick the checkbox for “Send me emails based on this search” to have the search run automatically each day and the results sent to you be email.

## Managing your JBEs

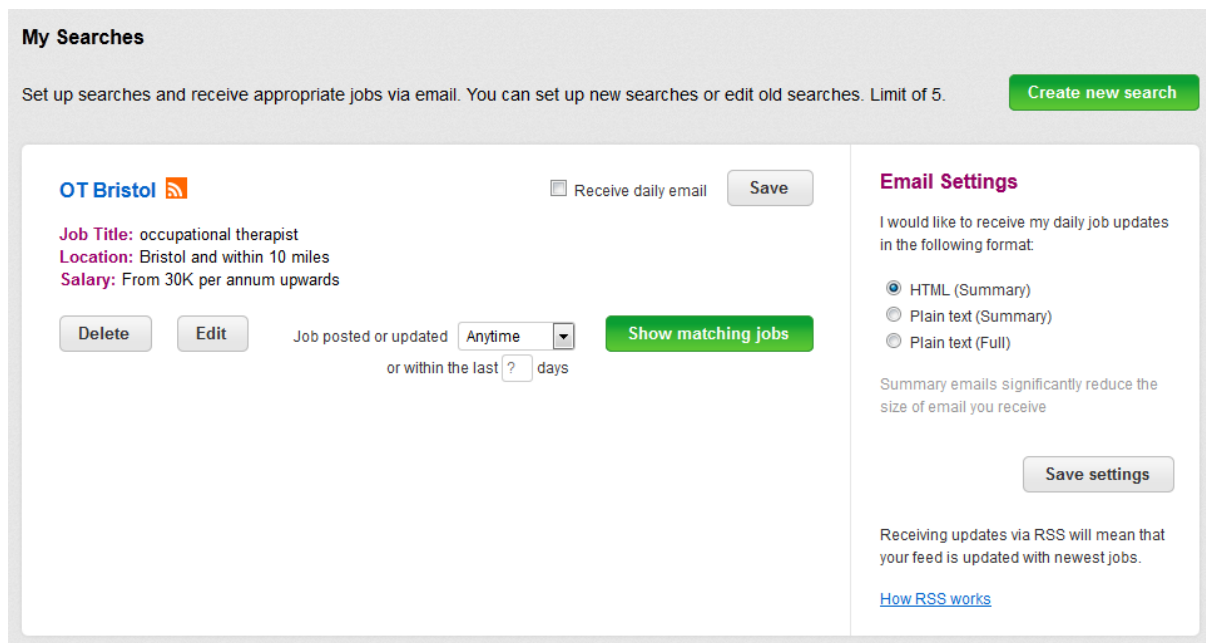
### Where to start

Once you are logged in click on the 'My Searches' tab at the top of the page.



### Overview

Your saved searches will be listed on this page, along with options to delete the search, edit the search or run the search now (the 'Show matching jobs' button).



You can select to receive JBE emails by ticking the checkbox for "Receive daily email" beside the relevant search. You can remove the tick from the checkbox at any stage to stop receiving the JBE emails for that search.

If you ticked the checkbox for "Send me emails based on this search" when you saved the search the "Receive daily email" checkbox will be ticked.

The panel to the right of the page enables you to determine the format of the JBE emails. The 'HTML' option enables text formatting to be included, while the 'Plain text' versions simply provide the text of the messages. Please choose the option that suits you best and works with your email service.

### Email Settings

I would like to receive my daily job updates  
in the following format:

- HTML (Summary)
- Plain text (Summary)
- Plain text (Full)

Summary emails significantly reduce the  
size of email you receive

Save settings

