

Windows Desktop Setup Guide: Applying with One Click

The **"Apply Now"** button on our job postings generates a pre-filled email containing all the screening questions we need to review your application quickly.

✓ This works **automatically** on mobile phones (iOS/Android).

🖥 On a **Windows desktop**, you just need a quick one-time setup.

👉 **Choose your email method below:**

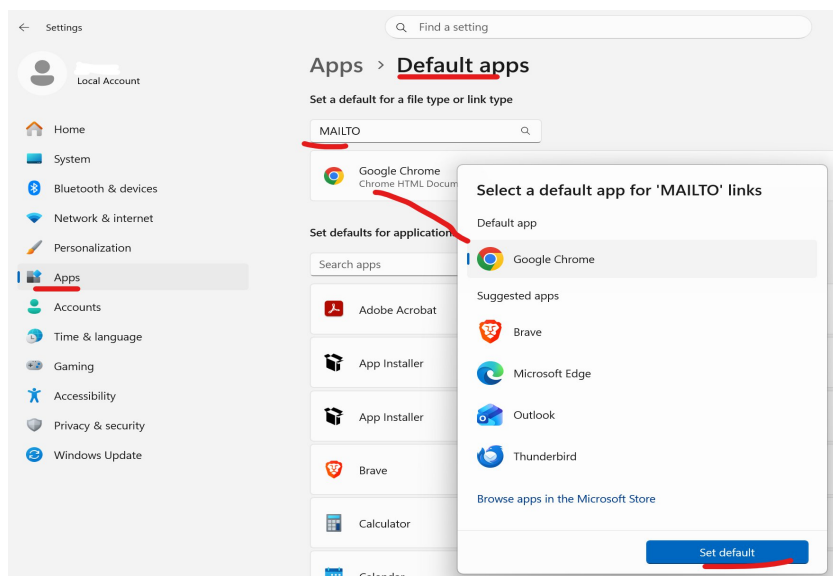
- **Option A:** I use **webmail** (Gmail, Outlook.com, Yahoo Mail) in my browser.
- **Option B:** I use the **Outlook desktop application** (installed on my PC).

Option A: Webmail (Gmail, Outlook.com, etc.)

Step 1: Set your browser as the default for email links

Your computer needs to know which program to open when a website tries to send an email. We'll point it to your **browser**.

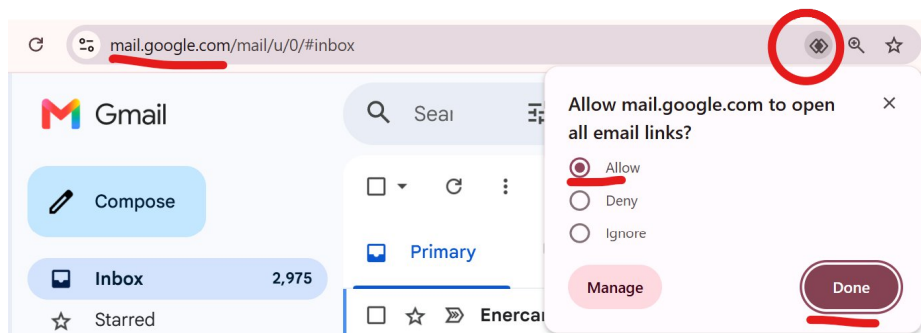
1. Press **Windows + I** to open **Settings**.
2. Go to **Apps** → **Default apps**.
3. Scroll down and click **"Set a default for a file type or link type"**.
4. In the search box, type **MAILTO**.
5. Click the current app next to **MAILTO** and select your **browser** (e.g., Google Chrome, Microsoft Edge, or Brave) from the list.



Step 2: Enable the email handler inside your browser

Now we'll tell your browser to use your webmail (e.g., Gmail) whenever you click an email link.

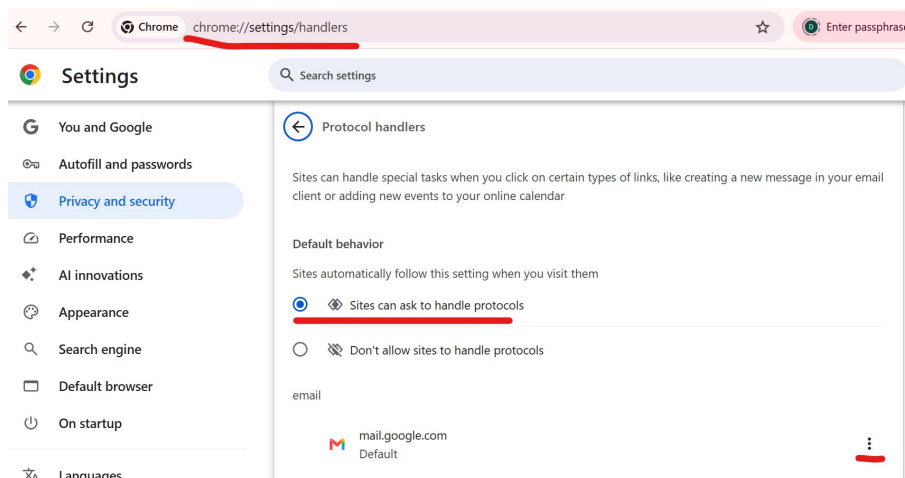
6. Open your email provider (e.g., **Gmail**, **Outlook.com**, or **Yahoo Mail**) in your browser and **log in**.
7. Look at the **far right of the address bar** – you should see a **double-diamond icon** (it looks like two overlapping squares).
8. **Click that icon** and select **"Allow"** to let your email handle **mailto:** links.
9. Refresh the page.



Step 3: Confirm protocol handlers are enabled

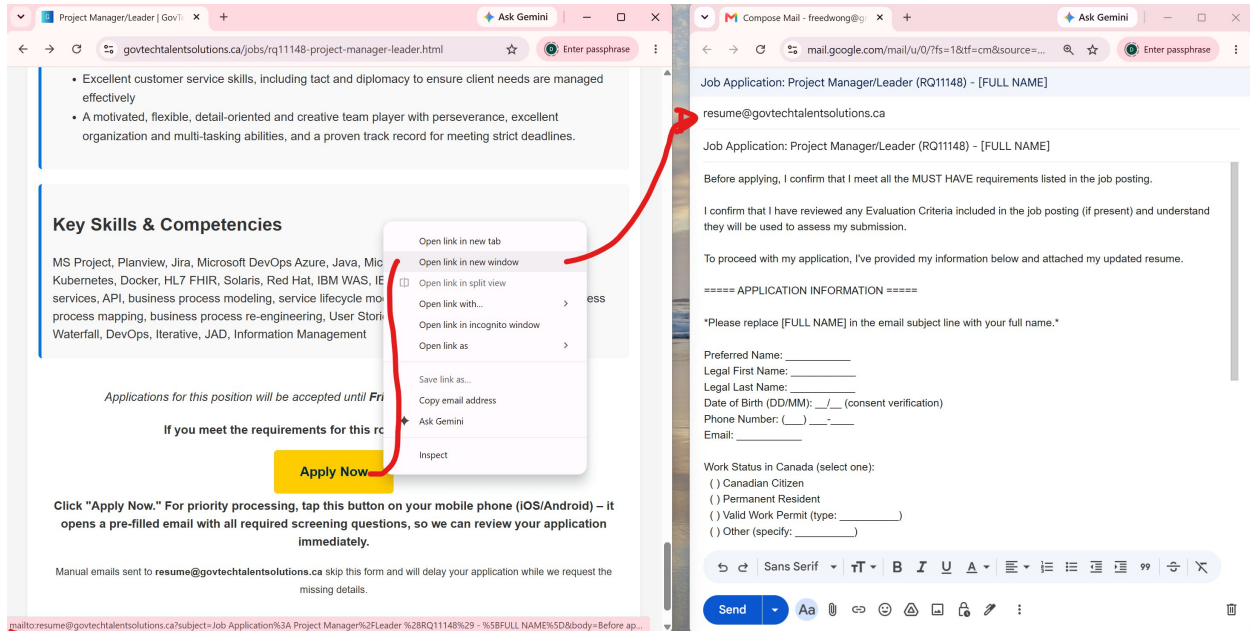
Make sure your browser is allowed to ask for these permissions in the future.

10. Type **chrome://settings/handlers** in the address bar and press **Enter**.
11. Make sure the toggle for **"Sites can ask to handle protocols"** is turned **ON**.



✔ You're all set for webmail!

Visit our [Jobs Page](#) and select any job posting. Scroll down, click "**Apply Now**", and it will open a compose window in your browser's webmail with the form pre-filled.

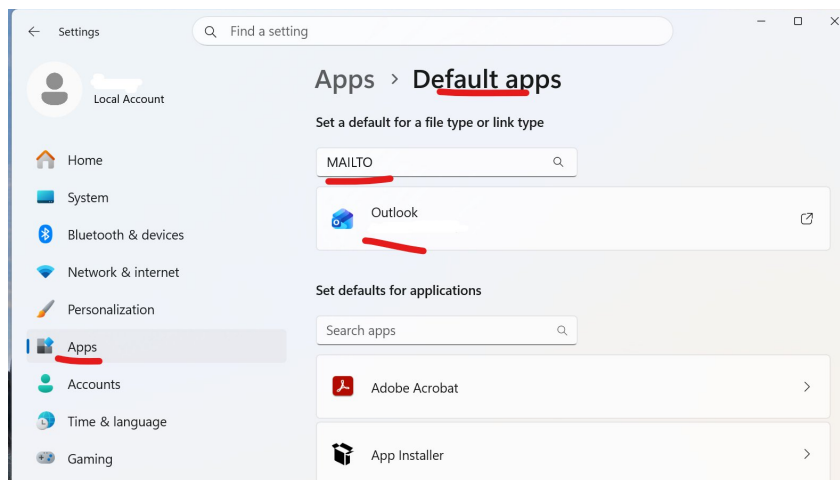


Option B: Outlook Desktop Client

Step 1: Set Outlook as the default for email links

Your computer needs to know which program to open when a website tries to send an email. We'll point it to the **Outlook desktop app**.

1. Press **Windows + I** to open **Settings**.
2. Go to **Apps** → **Default apps**.
3. Scroll down and click "**Set a default for a file type or link type**".
4. In the search box, type **MAILTO**.
5. Click the current app next to **MAILTO** and select **Microsoft Outlook** (the desktop client) from the list.



Step 2: Verify Outlook is signed in and ready

Make sure the Outlook desktop application is open and you are signed in to your Microsoft 365, Exchange, or Outlook.com profile.

- This ensures the new email draft opens immediately without prompting you for an account or password.

✓ You're all set for Outlook!

Visit our [Jobs Page](#) and select any job posting. Scroll down, click "**Apply Now**", and a new email draft will open directly in your Outlook desktop application with all fields pre-filled.

! Troubleshooting Tips

Issue	Solution
The double-diamond icon doesn't appear (<i>Webmail users</i>)	Sign out of your email and sign back in, or open your email in a private/incognito window to force the prompt.
It keeps opening the wrong app	Go back to Step 1 – Windows is still pointing to

	the wrong program. Double-check that you selected the correct app for MAILTO.
The link does nothing when I click it	Ensure your chosen app (browser or Outlook) is open in the background. Restart it and try again.
Outlook opens, but the window is blank or asks for a profile	Close Outlook, reopen it, and make sure you have a default email account configured under File → Account Settings → Email .
I don't have Outlook Desktop installed	Switch to Option A (Webmail) instead or use your mobile phones (iOS/Android).
