Email Staff

To email multiple staff members at once you can use the Email/Text Staff function from the Staff menu. **Note: *To email an individual staff member use the Email button in their Staff record.***

1. Go to the **Staff** (menu) > **Email/Text Staff.**
2. Select a **Template** if desired and the email **Type** (plain text or HTML).
3. Enter an **Email Subject Line** and **Message**.
   - We recommend you compose your message in the Jackrabbit email editor. If you copy/paste from another application (ie. Microsoft Word) there may be hidden code that will affect the way your email appears to your intended recipient.
   - When you are entering the text for your email message, use *Shift+Enter* to create single spacing between lines and the *Enter* key for double spacing.
4. Click **Attach File, Insert Image, or Choose from Dropbox** to attach files and add images if needed. See the Help Article **Email Attachments and Images** for more details.
5. Select a reply email address from *Email Replies Sent To* which includes the email addresses of all User IDs and Locations in your system *(Gear icon > Settings > General > User IDs left menu)*. **Note: *This email address is also sent a copy of the email.***
6. Select any email addresses to *Send Additional Emails To* (User ID and Location email addresses are listed).
7. Use the *Search Criteria* to select which staff members to send the email to.
8. Click **Preview List**.
9. Clear the checkbox in the preview for any staff members you want to omit. You can clear the **Check All** header checkbox to remove every email address and then select only specific families.
10. Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article **Schedule an Email** for more information.

Emails sent to staff members from within Jackrabbit are saved for 365 days. To view these emails go to the individual *Staff* record > *Misc* tab > and click the *View Sent Emails* button. To see a copy of the email click the *View* link in the first column.