

# Email Staff

Last Modified on 08/30/2022 1:46 pm EDT

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 database (**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.

---