

# View Sent Emails

Last Modified on 06/24/2021 8:00 am EDT

Emails sent from within Jackrabbit are maintained in the system for 365 days. This includes emails sent to families and staff members.

- **Sent to Families** - Emails sent to your Families (contacts and students), either individually through their *Family* record, in mass from the *Families (menu) > All Families > Send Message (icon)* , or from *Families (menu) > Email/Text Families* are found in each *Family* record on the *Misc* tab. Click **View Sent Emails** to see a list of all emails sent in the last 365 days.

**Family: Harris**

← RETURN   **SAVE CHANGES**   **DELETE**

Make Sale/Post Fees   Payment   Refund   Statement   Add Student   Add Contact   Archive Family   Family Name   Email   Push Notification   Email Schedules   Merge Family

Summary   Contacts   Classes   Events   Transactions   Billing Info   **Misc**   Notes (1) 1

View Registrations   **View Sent Emails**

Contract Start Date    Contract End Date

Booster    Referral

Emergency Contact Form Completed    Enrollment Form Received

Notes

Source  (How they heard about us)   Referral Name

Prospect  (Not automatically Updated)

Parent Portal Login Message

Portal Message Expiration Date

- **Sent to Staff Members** - Emails sent to Staff members, either individually through their *Staff* record, or in mass from the *Staff (menu) > Email/Text Staff* are found in each *Staff* record on the *Misc* tab. Click **View Sent Emails** to see a list of all emails sent in the last 365 days.

**Staff: Stephanie Andrews**

← RETURN   **SAVE CHANGES**   **DELETE**

Instructor Schedule (PDF)   Add Time Entry   Instructor Calendar   Weekly Schedule   Email

Summary   Classes   Compensation   Time Card   Portal Settings   Feedback   Skills   Certifications   Availability   **Misc**   Picture   Notes (0)   Resources

Miscellaneous

**View Sent Emails**

Notes  
Stephanie was recommended for the swimming instructor position by a former swim coach in the area. Her credentials are excellent.

Background  
High School Diploma 2005  
College Graduate with a minor in Child Education in 2009.

Click **View** to open the email for review.

Contacts | Classes | Events | Transactions | Billing Info | Misc | Notes (1)

### Email History

1 year of email history is saved.

	Date Sent	Status	Type	Subject	Recipient	To Address	From Address
<a href="#">View</a>	8/13/2020 7:58:11 PM	Sent	Receipt	Thank you for your payment!		annab@email.com	office@jackrabbithelp.com

Close



To see all emails sent to your families and staff, use the **Sent Emails Report** (*Reports menu > Find Reports > type in Sent Emails and click the search icon*).

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