

Email an Individual Lead

Last Modified on 04/21/2021 3:17 pm EDT

To send an email to an individual family in the Lead File:

1. Go to the **Families** (menu) > **Lead File**.
2. Click on **List All Leads** or **Search Leads** to locate the Lead File family/student.
3. Click the small envelope icon next to one of the email addresses.
 - o Depending on whether or not you have an email program set up this will either: launch an email program like Outlook, launch a setup wizard for an email program like Outlook, or do nothing. If nothing happens you likely do not have an installed email program. In that case, copy and paste the email address into a new email.

Note: Jackrabbit can not assist you with the setup of email programs.

Lead: Jackson


← RETURN **SAVE CHANGES** **DELETE** **RESTORE FAMILY**

GETTING STARTED

Manage Leads

- LIST ALL LEADS
- SEARCH LEADS
- ADD LEAD
- MASS ARCHIVE
- EMAIL LEADS
- EXPORT LEADS


Contact Info


First Name: Mila Last Name: Jackson Email: mjackson@email.com 

Type: Mother Opt-Out from Mass Emails:

Student Info


View Enrollment View Skills


First Name: Alaine Last Name: Jackson Student Phone: 


Gender: Female Birth Date: 5/14/2015 Email: 

Student Start Date: 7/8/2016

Phone Numbers & Addresses

Home Phone: (704) 555-3723 

Work Phone: 

Cell Phone: (704) 555-7655 

Address 1: #8, 1325 West Elm

Address 2:

City: Huntersville

State/Prov: NC Zip/Post Code: 28078