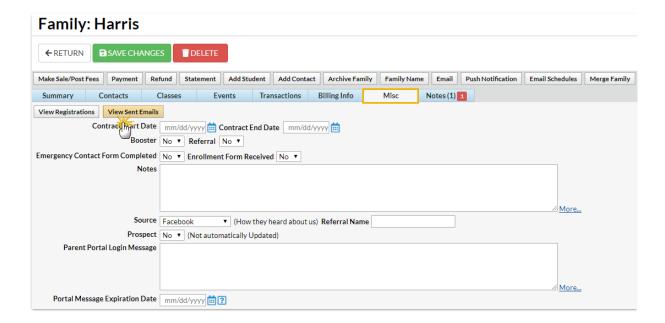
## **View Sent Emails**

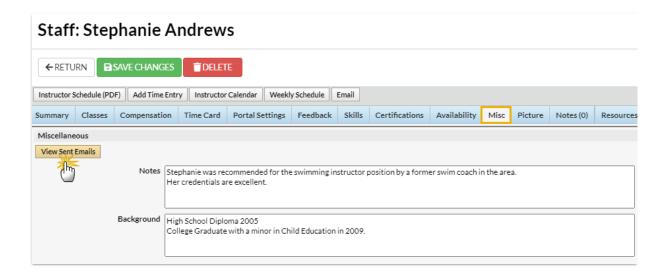
Emails sent from within Jackrabbit are maintained in the system for 365 days. This includes emails sent to families and staff members.

• 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)

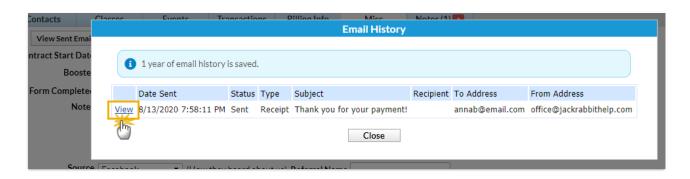
a), or from Families (menu) > Email/Text Families are found in each Family record on the Misc tab. Click View Sent Emails to see a list of all emails sent in the last 365 days.



• 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.



Click View to open the email for review.





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).