

Email Classes

Jackrabbit offers you multiple ways to quickly email your classes.

- ★ Email directly from a **Class record**.
- ★ Email a **single class** from the *Classes (menu) > All Classes*.
- ★ Email **multiple classes** (mass action) from the *Classes (menu) > All Classes*



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.

- ☑ Email from a Class Record
- ☑ Email a Single Class from Classes (menu) > All Classes
- ☑ Email Multiple Classes from Classes (menu) > All Classes

Expand/Collapse
All



Emails sent to contacts and students will be retained in the family email history for 365 days (*Misc tab > View Sent Emails*). Currently, there is no log for emails sent to staff/instructors.
