Zippy AI - Your Jackrabbit Email Assistant

Step up your email game with **Zippy AI**. Say goodbye to writer's block and hello to effortless communication!

Zippy AI is an artificial intelligence-powered email assistant available in the email editor in Email/Text Families (from the Families menu). It helps you craft emails with ease, saving you time and energy. Whether you're a seasoned AI pro or just getting started, this article will walk you through everything you need to know about using Zippy AI to compose emails like a champ.

- ⭐ Enhance customer engagement with captivating emails.
- ⭐ Increase efficiency; let AI craft your messages in seconds.
- ⭐ Personalize messages with class-specific details that Zippy AI pulls from the Class record.

There are three steps to writing a message with Zippy AI.

Prompt	Prompts are instructions or questions used to tell Zippy AI what kind of email you want to compose and what information to include. Some examples of what you could ask Zippy AI are: • "Compose an email to announce our upcoming dance recital." • "Write an email about our new Advanced Tumbling class." Several ideas are provided that will pre-fill the prompt for you: Newsletter, Birthday, Congratulations, New Class, Announcements, or Complaint Response. If you are composing an email about a specific class, select the class from the drop-down, and Zippy AI will automatically retrieve and insert relevant class details from the Class record directly into your email .

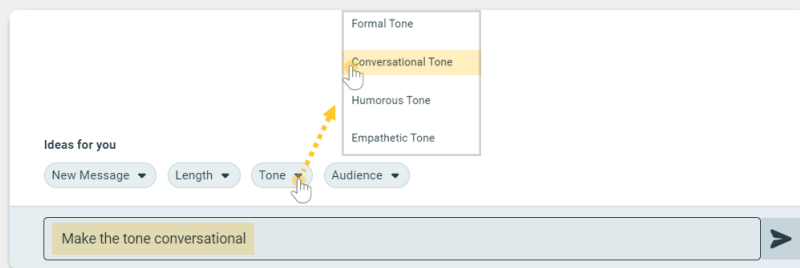|	
Retry/Revise/Restart	**Retry** • Use the Retry button to reject the initial draft and generate a completely new draft of the message using your original prompt. or **Revise** • Use the ideas for **Length** (Shorten, Lengthen), **Tone** (Formal, Conversational, Humorous, Empathetic), and **Audience** (Family, Parent, Student), add further instructions in the *Ask Zippy to write any type of message* field, or do a combination of both to generate a revised draft. or **Restart** • Bypass the draft completely and start a new message using the **New Message** option in the *Ideas for you* section.
Use the Message	When you are happy with your revisions, select **Use this message** to copy the message into the email editor. There, you can customize it further by replacing any brackets and placeholder text with your own information, adding a Subject line, changing any brackets and placeholder text to your own details, adjusting formatting, and making any other changes you need. Remember to double-check your email before sending it! Zippy is here to help with accuracy and efficiency but might occasionally miss something or make a small mistake.

 Step Through an Example

AI features may require the use of certain user data to function properly. We are committed to protecting your privacy and ensuring data security. **Review our Privacy Policy**.