

# Email an Individual Lead

Last Modified on 06/05/2019 8:45 pm EDT

To email an individual family in the Lead File:

1. Go to **Families > Lead File**.
2. **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.
4. Depending on whether or not you have an email program setup 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 set up of email programs.*

Lead: Jetson			
<input type="button" value="Return"/> <input type="button" value="Save Changes"/> <input type="button" value="Delete"/> <input type="button" value="Restore Family"/>			
<b>Click an item below</b> Getting Started List All Leads Search Leads Add Lead Mass Archive Email Leads Export Leads Print Labels	<b>Contact Info</b> First Name: <input type="text" value="Jane"/> Last Name: <input type="text" value="Jetson"/> Type: <input type="text" value="Mother"/> Email: <input type="text" value="jane@jetson.net"/>  (multi-email example: email1; email2)	<b>Phone Numbers &amp; Addresses</b> Home Phone: <input type="text" value="980-555-5555"/> Work Phone: <input type="text"/> Cell Phone: <input type="text" value="980-555-5555"/>	
	<b>Student Info</b> First Name: <input type="text" value="Judy"/> Last Name: <input type="text" value="Jetston"/> Gender: <input type="text" value="Female"/> Student Phone: <input type="text" value="980-555-5553"/> Birth Date: <input type="text" value="5/3/1999"/>  Email: <input type="text" value="judy@jetson.net"/>  (multi-email example: email1; email2)	Address 1: <input type="text" value="10 Skypad Road"/> Address 2: <input type="text"/> City: <input type="text" value="Orbit City"/> State/Prov: <input type="text" value="NC"/> Zip/Pos: <input type="text"/>	