Email an Individual Lead

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.