Email a Group of Leads

To email a group of Lead File families:

1. Go to **Families > Lead File.**

2. Select **Email Leads** from the menu on the left.

3. In the *Email Message* section select a **Template** OR enter an **Email Subject Line** and **Message**.

4. Click **Attach File**, **Insert Image**, or **Choose from Dropbox** to attach files and add images if needed. See **Email Attachments and Images** for more details.

5. Select a reply email address for the email.

6. Use the **Search Criteria** to select the recipients.

Email Guidelines

The following guidelines must be followed, or Jackrabbit Technologies will disable this feature for your organization immediately:

- Senders may send solicitations to their own customers, to those who gave the sender their consent or didn't opt out when given the opportunity and to those whose addresses are on a list whose owner says they meet those conditions.
- Senders should remove opt-out names quickly.
- Email messages should include the sender's true identity and contact information and have subject lines that accurately reflect the message content.

To keep this email service available and to prevent Jackrabbit Technologies from being spam black-listed, all emails are monitored to verify these guidelines are met.

Message 🔑 Favorites | 💾 Save Favorites | ✳ Refresh | ?

Template | 124 Open House ▼ | Edit Email Templates ?

Type | HTML ▼

Subject line | You are invited to our Open House

Message

> Use an existing email template or create an email on the fly

you are cordially invited to our

OPEN HOUSE

You are cordially invited to our OPEN HOUSE!

p » span

9570 characters left

Jackrabbit files | 📎 Attach File | 🖼 Insert Image | ?

Dropbox attachment | 📦 Choose from Dropbox | ?

Email replies sent to | help@email.com ▼

Search Criteria

Location | ▼

Send Message To | All Leads ▼ ➡ | All Leads

Leads created using "Add Lead" only

Archived Families only (previous customers)

Include Problem Accounts | Yes ▼

Student Start Date | mm/dd/yyyy 📅

Student age from | ☐ through ☐ Birth month ▼

Send to | Contacts and Students ▼ ➡ | Contacts and Students

Contacts only

Students only

✓ Preview List

7. Click **Preview List**.

8. Confirm the *Matched Recipients*. To omit an email address clear the checkbox.

9. Click **Send Now** or select **Send Later** if you wish to schedule this email to be sent at a later date (**Schedule an Email - Send Later**).