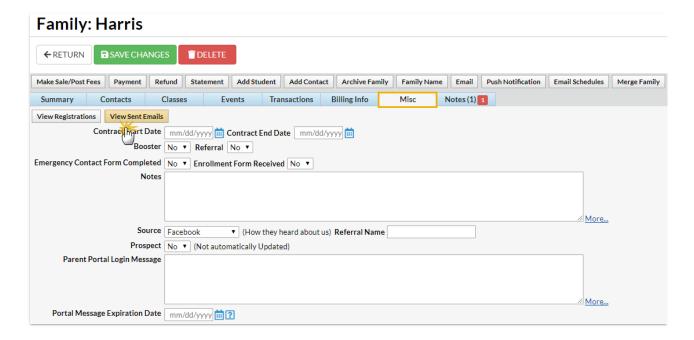
## **View Sent Emails**

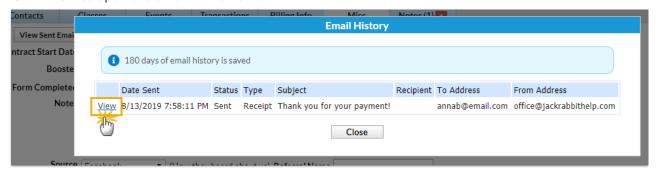
Last Modified on 06/02/2021 11:41 am EDT

Emails sent to your families (contacts and students), either individually through their Family record or in mass from Families > Email Families, are maintained for 365 days under each Family record on the Misc tab.

Click View Sent Emails to see a list of all emails sent with the last 365 days.



Click View to open the email for review.





To see all emails sent to your staff, as well as your families, use the **Sent Emails Report**.