

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.

Family: Harris

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email Push Notification Email Schedules Merge Family

Summary Contacts Classes Events Transactions Billing Info **Misc** Notes (1) 1

View Registrations **View Sent Emails**

Contract Start Date Contract End Date

Booster Referral

Emergency Contact Form Completed Enrollment Form Received

Notes

Source (How they heard about us) Referral Name

Prospect (Not automatically Updated)

Parent Portal Login Message

Portal Message Expiration Date

Click **View** to open the email for review.

Email History

180 days of email history is saved

	Date Sent	Status	Type	Subject	Recipient	To Address	From Address
View	8/13/2019 7:58:11 PM	Sent	Receipt	Thank you for your payment!		annab@email.com	office@jackrabbithelp.com

Close



To see all emails sent to your staff, as well as your families, use the [Sent Emails Report](#).