

Email a Group of Leads

Last Modified on 11/03/2020 12:31 am EST

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.
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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

B I U Paragraph Font Family Font Sizes A A



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 →

Include Problem Accounts Yes ▼

Student Start Date mm/dd/yyyy

Student age from through Birth month ▼

Send to Contacts and Students →

☒ [Preview List](#)

All Leads

Leads created using "Add Lead" only

Archived Families only (previous customers)

Contacts and Students

Contacts only

Students only

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](#)).