

# Email from Reports

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Jackrabbit has made emailing different groups of people even easier by allowing you to generate an email directly from several reports! In the report results check boxes allow you to select which families to email and an *Email* button opens up an editor where you can create your email.

To send an email from a report grid:

1. In the report results use the check boxes to select which families to send the email to or select *Email All* to send to all email addresses.
2. Click **Email** to open the email editor.



Loc	Family/Account	Billing Contact	Billing Email	Home Phone	Students	> 90 Days	Balance	Email All
JRHC	<a href="#">Clements</a>	Alane Clements	<a href="mailto:aclements@email.com">aclements@email.com</a>	(704) 555-0100	Heidi	95.00	95.00	<input checked="" type="checkbox"/>
JRHC	<a href="#">Evans</a>	Danielle Evans	<a href="mailto:devans@email.com">devans@email.com</a>	(704) 555-0328	Brody	50.00	50.00	<input checked="" type="checkbox"/>
JRHC	<a href="#">Kirkpatrick</a>	Sara Kirkpatrick	<a href="mailto:skirkpatrick@email.com">skirkpatrick@email.com</a>	(704) 555-1188	Jenny	892.25	892.25	<input checked="" type="checkbox"/>
JRHC	<a href="#">Harding</a>	Lee Harding	<a href="mailto:lharding@email.com">lharding@email.com</a>	(704) 555-1212	Coreen	125.00	125.00	<input checked="" type="checkbox"/>

3. Select an **Email Template** if applicable.
4. Choose a **Type** (Email - HTML or Email - Plain Text Email).
5. Enter an **Email Subject Line**.
6. Enter the message body or edit the template body if needed.
7. 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.
8. Choose whether or not you want to include email addresses that have been opted out.
9. Add a reply email address in **Email Replies Sent To**. This email will automatically be sent a copy of the email. *Note: User ID and Location email addresses are listed (Tools > Edit Settings).*
10. Click **Preview List**.
11. In the preview, clear the check box for any families you want to omit. You can clear the **Check All** header check box to remove every email address and then select only specific families.
12. Click **Send Now** to send the email right away or select **Send Later** to schedule the email to be sent at a later time. See our Help article [Schedule an Email](#) for more information.



*A copy of the email is retained in the family record (Misc tab > View Sent Emails) for 180 days.*

