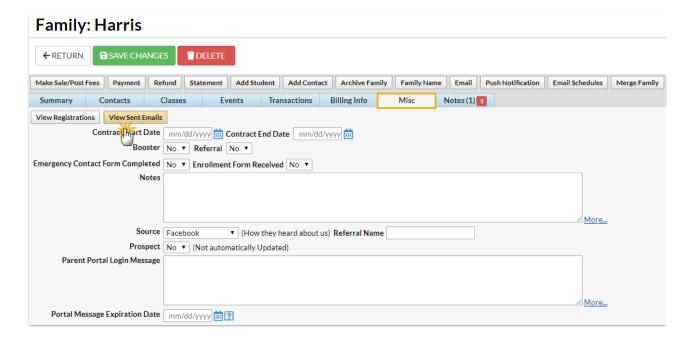
View Sent Emails

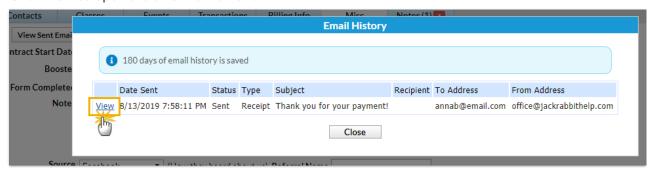
Last Modified on 11/03/2020 12:33 am EST

Emails sent to your families (contacts and students), either individually through their Family record or in mass from Families > Email Families, are maintained for 180 days under each Family record on the Misc tab.

Click View Sent Emails to see a list of all emails sent with the last 180 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**.