

Last Modified on 11/03/2020 12:35 am EST

Go to the **Families** menu > **Email/Text Families** to create an **email to a group of families/contacts/students/staff** (instructors).

Available email templates include:

- # Email/Text Families
- ← RETURN

Message

Favorites

Save Favorites

Refresh

?

Template

\_Unexpected - Facility Procedures

Edit Email Templates

Type

Email - HTML


Subject line

Here's what we are doing at our Facility to ensure your safety!

Message

B I U S Paragraph Font Family Font Sizes A A

Cut Copy Paste Undo Redo Link Unlink Image Alt Text Table



A banner image showing various cleaning supplies like disinfectant bottles and brushes on a wooden surface. Overlaid on the image is a white rectangular box containing the text "FACILITY PROCEDURES" in large blue capital letters, followed by "We're working hard to keep everyone safe." in smaller grey lowercase letters.

Enter your facility's specific information in the body of the email

p

10000 characters left

Jackrabbit files

Attach File

Insert Image

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Click on **Learn More** to see our Help Center article: *What to Do When the Unexpected Happens*

