

Follow Up/ Resend Message Blast

1. Click on [Control Panel > Reports > Message History Report](#)



2. A Message History List is displayed which can be rearranged in ascending or descending order by clicking **Created Date, Subject, Send Date, Sender, and Status**.

Message History

Created Date	Subject	Send Date	Sender	Status	View
12/27/2010 9:43:48 AM	Parking	12/31/2010 9:43:00 AM	Daisy Caster	Cancelled	View
12/21/2010 3:18:26 PM	123	12/21/2010 3:18:26 PM	Daisy Caster	Completed	View
12/16/2010 7:45:55 PM	arv	12/16/2010 7:45:54 PM	Disabled User	Completed	View
6/29/2010 11:33:49 AM	for review	6/29/2010 11:33:49 AM	Daisy Caster	Completed	View
6/28/2010 1:23:16 PM	Information	6/28/2010 1:23:16 PM	Daisy Caster	Completed	View
6/25/2010 9:54:58 AM	calendar	6/25/2010 9:54:58 AM	Daisy Caster	Completed	View
6/18/2010 10:10:13 AM	training	6/18/2010 10:10:14 AM	Daisy Caster	Completed	View
6/17/2010 5:33:50 PM	test	6/17/2010 5:33:49 PM	Daisy Caster	Completed	View
6/17/2010 5:31:06 PM	test	6/17/2010 5:31:06 PM	Daisy Caster	Completed	View
6/8/2010 2:56:38 PM	invite	6/8/2010 2:56:38 PM	Daisy Caster	Completed	View

3. Click **View** to display message details including: Message Statistics, Recipient Views, and Blocked Emails.

Message Detail

Message Subject: New Years Eve Luncheon
 Message Status: Completed
 Sent By: Daisy Caster
 Sent Date: 12/31/2010 9:42:00 AM
[View Message](#)

not viewed (30) | viewed (2)

Message Statistics

Total	
Total Recipients	32
Total Readers	2 (6.25%)

Recipient List: [Resend / Follow Up](#)

<input type="checkbox"/> Email	Send Status	Opened	Most Recent Viewing	Followed Up
<input type="checkbox"/> adam.miedemaFAKE2@gmail	Success	No	n/a	No
<input type="checkbox"/> amercado4600@yahoo.com	Success	No	n/a	No
<input type="checkbox"/> arm@arm.com	Success	No	n/a	No
<input type="checkbox"/> amptaar@yahoo.com	Success	No	n/a	No

4. Select a desired email with a check mark, and click **Resend or Follow Up**.

Message Detail

Message Subject: New Years Eve Luncheon
 Message Status: Completed
 Sent By: Daisy Caster
 Sent Date: 12/31/2010 9:42:00 AM
[View Message](#)

not viewed (30) | viewed (2)

Message Statistics

Total	
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Recipient List: [Resend / Follow Up](#)

<input type="checkbox"/> Email	Send Status	Opened	Most Recent Viewing	Followed Up
<input checked="" type="checkbox"/> adam.miedemaFAKE2@gmail	Success	No	n/a	No
<input type="checkbox"/> amercado4600@yahoo.com	Success	No	n/a	No
<input type="checkbox"/> arm@arm.com	Success	No	n/a	No
<input type="checkbox"/> amptaar@yahoo.com	Success	No	n/a	No

