





# 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    |                      |
|-----------------------|-------------|-----------------------|---------------|-----------|----------------------|
| 12/27/2010 9:43:48 AM | Parking     | 12/31/2010 9:43:00 AM | Daisy Caster  | Cancelled | <a href="#">View</a> |
| 12/21/2010 3:18:26 PM | 123         | 12/21/2010 3:18:26 PM | Daisy Caster  | Completed | <a href="#">View</a> |
| 12/16/2010 7:45:55 PM | arv         | 12/16/2010 7:45:54 PM | Disabled User | Completed | <a href="#">View</a> |
| 6/29/2010 11:33:49 AM | for review  | 6/29/2010 11:33:49 AM | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/28/2010 1:23:16 PM  | Information | 6/28/2010 1:23:16 PM  | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/25/2010 9:54:58 AM  | calendar    | 6/25/2010 9:54:58 AM  | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/18/2010 10:10:13 AM | training    | 6/18/2010 10:10:14 AM | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/17/2010 5:33:50 PM  | test        | 6/17/2010 5:33:49 PM  | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/17/2010 5:31:06 PM  | test        | 6/17/2010 5:31:06 PM  | Daisy Caster  | Completed | <a href="#">View</a> |
| 6/8/2010 2:56:38 PM   | invite      | 6/8/2010 2:56:38 PM   | Daisy Caster  | Completed | <a href="#">View</a> |

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            |           |
|------------------|-----------|
| 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 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          |

