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.

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

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



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

essage Deta	311				
Message Subject New Years Eve Luncheon					
lessage Status	Completed				
ent By	Daisy Caster	noty	not viewed (30)		
ent Date	12/31/2010 9:42:00 AM			viewed (2)
	View Message				
ssage Statistics					
	Total				
Total Recipients	32				
Total Readers	2 (6.25%))			
cipient List;					Resend / Follow
🔲 Email		Send Status	Opened	Most Recent Viewing	Followed Up
adam.miedemaFA	KE2@gmail	Success	No	n/a	No
amercado4600@yahoo.com		Success	No	n/a	No
arm@arm.com		Success	No	n/a	No
annigann.com					