

Track emails

To track what emails have been sent, and whether they succeeded or failed:

- Log in to the **Admin Area**
- Click on the **Logs** menu
- Click on the **Mail Pool** tab

Logs

Scheduled Tasks **Mail Pool** Logins Search Sphinx

Type: _____ Mail Sent: _____ Search: _____ →

Records: 1 - 4 of 4 Pages: 1 Records per page: 10 ▾

Date Created	Date Executed	Type	Number of tries	Mail Sent
5 days ago (29 Jul, 2019 12:00 AM)	5 days ago (29 Jul, 2019 12:05 AM)	Content Subscription	1	Yes ⓘ
2 weeks ago (16 Jul, 2019 12:00 AM)	2 weeks ago (16 Jul, 2019 12:05 AM)	Content Subscription	1	Yes ⓘ
2 weeks ago (15 Jul, 2019 10:00 AM)	2 weeks ago (15 Jul, 2019 10:05 AM)	Scheduled News	1	Yes ⓘ
2 weeks ago (14 Jul, 2019 10:00 AM)	2 weeks ago (14 Jul, 2019 10:00 AM)	Scheduled News	1	Yes ⓘ

The information displayed on this screen shows:

- Date and time the mail was created
- Date and time it was sent (or tried to be sent)
- Type of mail it was
- How many times the system tried to send the mail
- Whether or not the send was successful
- The full log details. These are the details summarized on the mail pool tab, plus the contents of the mail that was sent/tried to be sent.

Note: You must have administrator privileges to see mail log details.

This functionality works in version 4.0 and above

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