

Unite Education Program v9.0

Job Aid: 5780

View Details for Sent Email Messages

To help you manage communications with people you are recruiting or considering for admissions, Unite provides grid insights and details for all sent email messages.

To view details for sent email messages

1. Open a browser and log on to Unite.
2. On the main menu, click UTILITIES.
3. Click the *Email Sent* tab.
4. View insights on the *Email Sent* grid.
5. In the **Email Name** column, click the name of the email.



Note

You may need to sort, filter, or increase the items per page to see all records in the grid.

6. View recipient details for the sent email message.

Note

Look at the **Status Message** column to determine whether an email was successfully sent to a recipient.

7. On the grid toolbar, click  to see detailed email analytics or click  to close the *Email Recipients* window.

Related resources

- [5421 - About Email Statuses](#)
- [5375 - See a Sent Email Message](#)