

How to track email sends

Administrators can view detailed information related to every email they send out, as well as pending emails which they scheduled to be sent. This information includes:

- **For admin emails:**
 - Template
 - Sent-from email
 - Date/time sent
 - Recipients
 - Subject and body content
- **For auto-responders:**
 - Template
 - Date/time sent
 - Recipient name and email
 - Status
 - Generated subject and body content

View sent and pending emails in the Admin, under Email > Sent Admin Emails, Sent Auto Responders, and Outbox. All of these are available on the [campaign entity only](#).