How to view the email usage

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You can view how many emails have been sent through your account by viewing the Email Usage report.

1. Click **Settings** or the **Gear icon** on the left menu.
2. Click on the **Communication** tab.
3. Click the **Email Usage** link in the **Email Reports** section.
4. The Email Usage report displays. By default, it displays the last month worth of emails. You will see the following details on the page:
    - **Email Volume Limit -** Displays the organization's annual and monthly average email limits
    - **Usage To Date** - The total number of emails that have been sent throughout the year to date.
    - **Date fields and the Generate Report button** - If you want to see different dates in the report, you could enter a new date range in the date fields and click the Generate Report button. This will reload the page to display the emails sent from the new date range.
    - **Chart Columns**
        - **Account** - The account name that sent the emails.
        - **Batches Sent** - The total times an email batch was sent.
        - **Emails Sent** - The total number of individual emails sent.
        - **Total Size** - The size of the email in KB (kilobytes).
5. To view the email's individual statistics, click the **Details** link in the Actions column. This will take you to the Email Traffic report page.

Related Content

- How to view the email traffic report