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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 <u>Email Traffic report</u> page.

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