GRADLEADERS Career Center

Find Undeliverable Email Addresses

1 Sign into GradLeaders Career Center and select **Reports > Email Reports > Undeliverable Email Export**
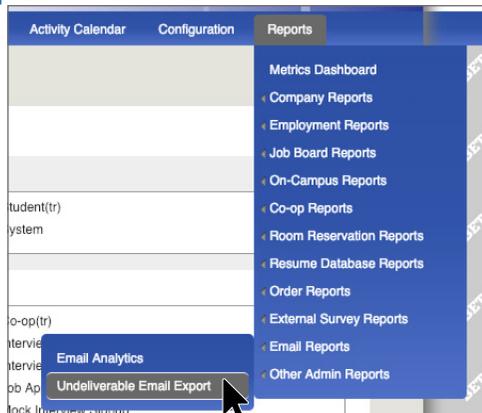
2 Select **Send Date Range** for emails of interest

ADMIN REPORTS: UNDELIVERABLE EMAIL EXPORT

* Sent Date Range: From: [ ] Through: [ ]
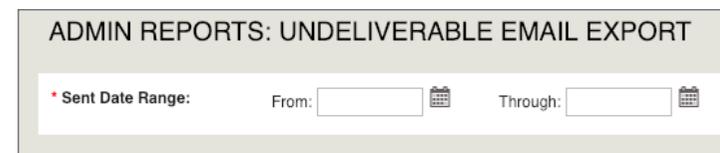
3 Click **Export** for detailed reports on emails not delivered during that date range

Export

4 Open the **downloaded file** on your computer

UndeliverableE....csv

It's that easy!