

Find Undeliverable Email Addresses

Sign into GradLeaders Career Center and select Reports > Email Reports > Undeliverable Email Export

| Activity Calendar | Configuration | Reports | |
|------------------------|---------------|-------------------------|----------|
| | | Metrics Dashboard | si i i s |
| | | Company Reports | |
| | | Employment Reports | |
| | | 4 Job Board Reports | Ś |
| | | On-Campus Reports | |
| tudent(tr) | | Co-op Reports | |
| ystem | | Room Reservation Report | is S |
| | | Resume Database Report | s |
| | | Order Reports | |
| o-op(tr) | | External Survey Reports | 5 |
| Itervie | ŝ | Email Reports | |
| tervie Email Analytics | | Other Admin Reports | |
| b Ap Undeliverable E | mail Export | | 5 |

Select Send Date Range for emails of interest

| ADMIN REPORTS: UNDELIVERABLE EMAIL EXPORT | | | | |
|---|-------|----------|--|--|
| * Sent Date Range: | From: | Through: | | |
| | | | | |

Click **Export** for detailed reports on emails not delivered during that date range



Open the **downloaded file** on your computer



