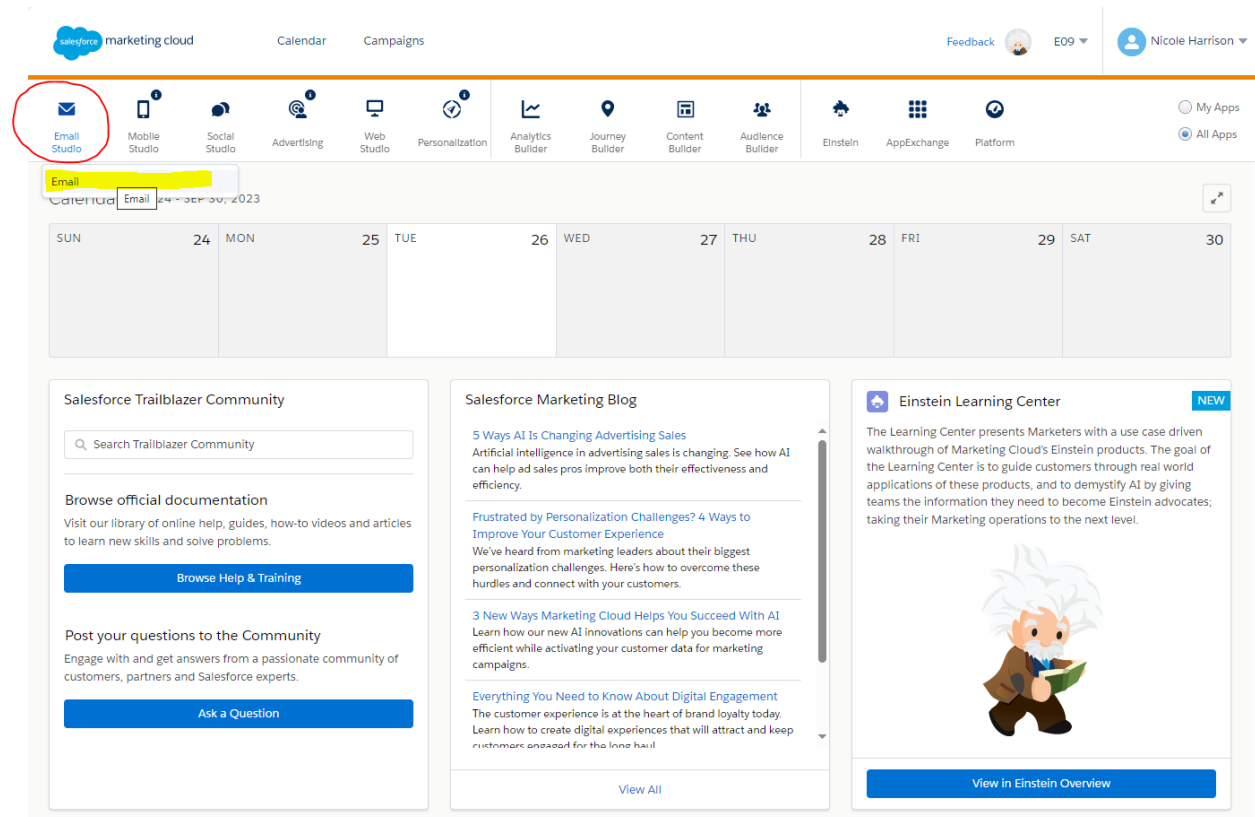
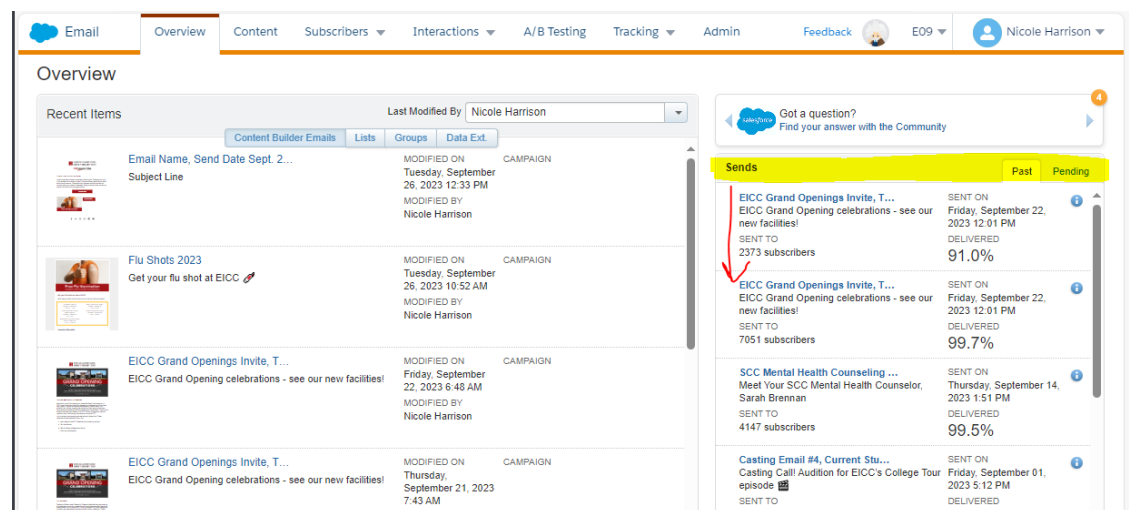


Salesforce Marketing Cloud | Check an email send

Step 1: Log in to Salesforce Marketing Cloud (<https://mc.exacttarget.com/cloud/#>), click on 'Email Studio' in the top ribbon and select 'Email' from the dropdown.



Step 2: This brings you to the Email Overview screen. In the right column you will see all the email 'Sends' in the system. There are two tabs, the 'Past' tab shows all emails that were sent, when they were sent, delivery rate, and subscriber number. The 'Pending' tab shows the same, but for emails that are scheduled to go out in the future.



OR you can see more in-depth information if you click in the ‘Tracking’ tab at the top of the screen and then select ‘Sends’ from the drop down menu.

The screenshot shows the 'Email' dashboard with the 'Tracking' tab selected. A dropdown menu is open under 'Tracking', showing 'Sends' and 'Reports'. The 'Sends' option is highlighted. Below the dropdown, a table lists recent email sends with columns for Email Name, Subject Line, Modified On, and Campaign. The table includes entries for 'Flu Shots 2023', 'EICC Grand Openings Invite, T...', and 'SCC Mental Health Counseling ...'.

This will take you to a new view that shows all the sends in the system, sent, scheduled, or canceled. You can see the date sent, status, open rate, click rate, and more. You can also click on the email name to see more in-depth information on that specific email send.

The screenshot shows the 'Email Tracking' interface with a table of email sends. The table has columns for Job ID, Name, Date/Time Sent, Status, Emails Sent, Total Opens, Unique Clicks, Unique Click Through Rate, Open Rate, and Unsubscribes. The table lists various email sends, including 'EICC Grand Openings Invite, Target EXTERNAL', 'EICC Grand Openings Invite, Target CURRENT STUDENTS', 'SCC Mental Health Counseling Services, Target SCC Students', 'Casting Email #4, Current Students, Send Date September 1, 2023', 'Annual EEC Notice Email, All Current Students, August 31, 2023', 'Welcome Back to Campus Send August 22, 2023, Target All EICC Students', and 'Casting Email #3, Current Students, Send Date August 16, 2023'.

This is also where you can cancel a scheduled send if needed. You can’t cancel an “immediate” send.

Just check the checkbox next to the email, and then click on the ‘Cancel Send’ button at the top of the list.

The screenshot shows the 'Email Tracking' interface with a table of email sends. The table has columns for Job ID, Name, Date/Time Sent, Status, Emails Sent, and Total Opens. The table lists various email sends, including 'FAFSA Email, Current Students, Send October 24, 2023', 'Current Student FAFSA, Send October 24, 2023', 'FAFSA Changes, October 2023', 'College Tour Coming Next Week, Current Students, Send October 10, 2023', 'EICC Grand Openings Invite, Target CCC Current Students', 'EICC Grand Openings Invite, Target MCC Current Students', 'EICC Grand Openings Invite, Target SCC STUDENTS', 'EICC Grand Openings Invite, Target CCC Current Students', 'EICC Grand Openings Invite, Target MCC Current Students', 'FEMA Alert, October 2023', 'Flu Shots 2023', 'Interim Chancellor - Sent 2023 - SCC', and 'Interim Chancellor - Sent 2023 - CCC'. The 'Cancel Send' button is highlighted in the top toolbar.