

Email status search

This article applies to:

The email status search report provides a list of people based on the status of their email address; e.g., bounce, opt-in, opt-out. You can use this search to identify what to update in your database or you can use it to follow up with people who have outdated email addresses in your system.

Pro-tip! [View email status icon definitions.](#)

Email Status Search

1. Go to **Marketing > Reports**.
2. Locate and click **Email Status Search**.

Report Title	Report Description
Tag Applications	View details on when Contacts were applied to a specific Tag.
Web Form Tracking Report	This report shows the people that are filling out your web forms.
Web Form Activity Summary Report	This report shows detailed activity information about your web forms.
Leadsources Conversion Report	This report shows how well your leads are converting based on the leadsources.
Marketing Piece Effectiveness	View which marketing pieces are generating the most responses.
Email Broadcasts	Check the status of Email Batches that you have sent.
Email Batch Results	This report will display information about all sent emails.
Fax Batch Status	Check the status of Fax Batches that you have sent.
Voice Batch Status	Check the status of Voice Batches that you have sent.
Email Status Search	View email addresses that have either opted out of email marketing or that have bounced too

3. Click **New Search**.

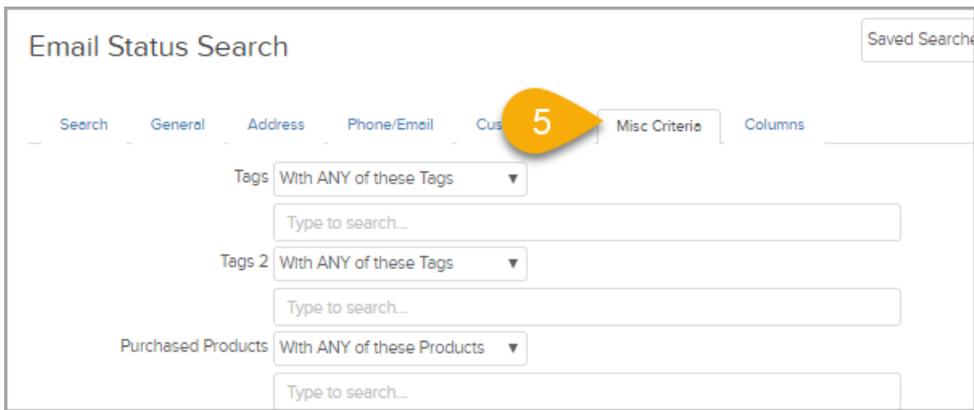
The screenshot shows the top navigation bar with 'Campaign Builder', 'Email & Broadcasts', 'Lead Generation', 'Templates', and 'Legacy'. Below is the 'Email Status Search' header. A toolbar contains buttons for 'New Search', 'Edit Criteria/Columns...', 'Save...', and 'Print...'. The 'New Search' button is highlighted with a yellow callout containing the number '3'. Below the toolbar, it shows '1-50 of 125' and a dropdown menu set to '50 per page'. A table header is visible with columns for 'Name', 'Status', and 'Email'.

4. Select your search criteria.

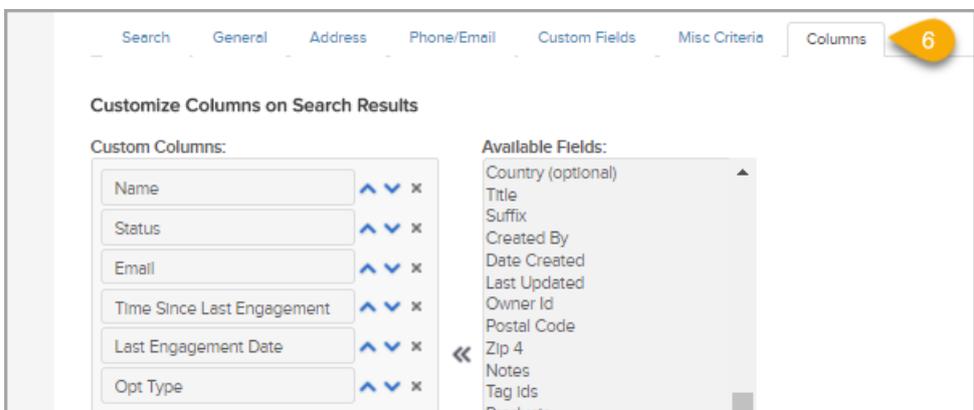
The screenshot shows the 'Email Status Search' interface with the 'Search Criteria' section active. The 'Search' tab is selected. Below the tabs, the 'Search Criteria' section has a dropdown menu for 'Email Status' set to 'contains any'. The dropdown menu is open, showing options: 'Unengaged Marketable', 'Unconfirmed', 'Confirmed (Legacy)', 'Confirmed', 'Unengaged NonMarketable', 'Non-marketable', and 'Lockdown'. A yellow callout with the number '4' points to the dropdown menu.

The screenshot shows the 'Email Status Search' interface with the 'Search Criteria' section active. The 'Email Status' dropdown is open. A yellow box highlights the 'Last Sent Date', 'Last Engagement Date', and 'Last Engagement Interval' fields. The 'Last Sent Date' and 'Last Engagement Date' fields are dropdown menus set to 'Please select one'. The 'Last Engagement Interval' field is a range selector with two input boxes and a minus sign between them.

5. Click the **Misc Criteria** tab to view additional report options.



6. Click the Columns tab to customize your report by adding and removing columns.



7. Click Search at the bottom of the page to run and view the report.
