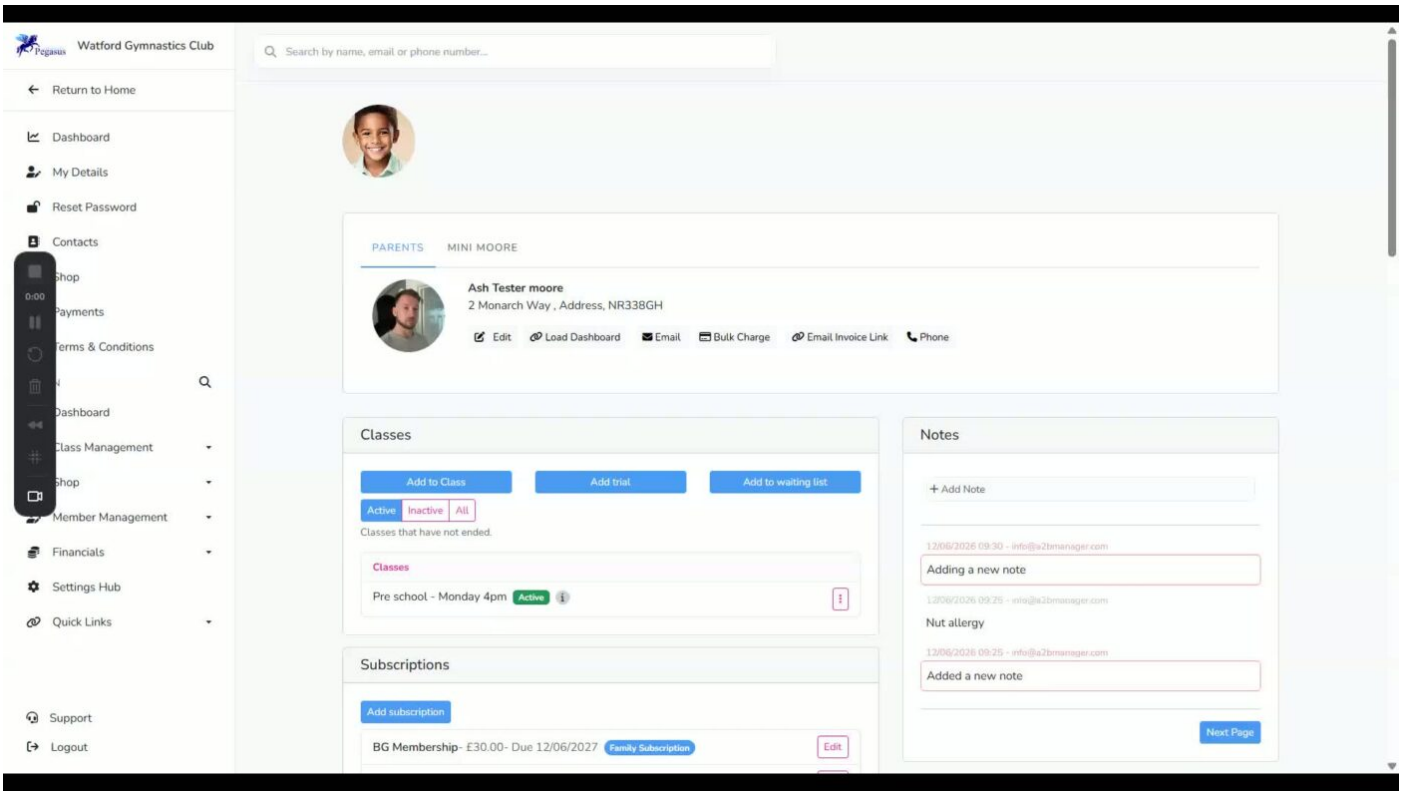
View Email History and Resend Emails

Student Profile · https://a2bmanager.com/docs/view-email-history-and-resend-emails/

Embedded media: https://www.loom.com/embed/5d66697dc1dd48df8a50dc141ab1fcd4

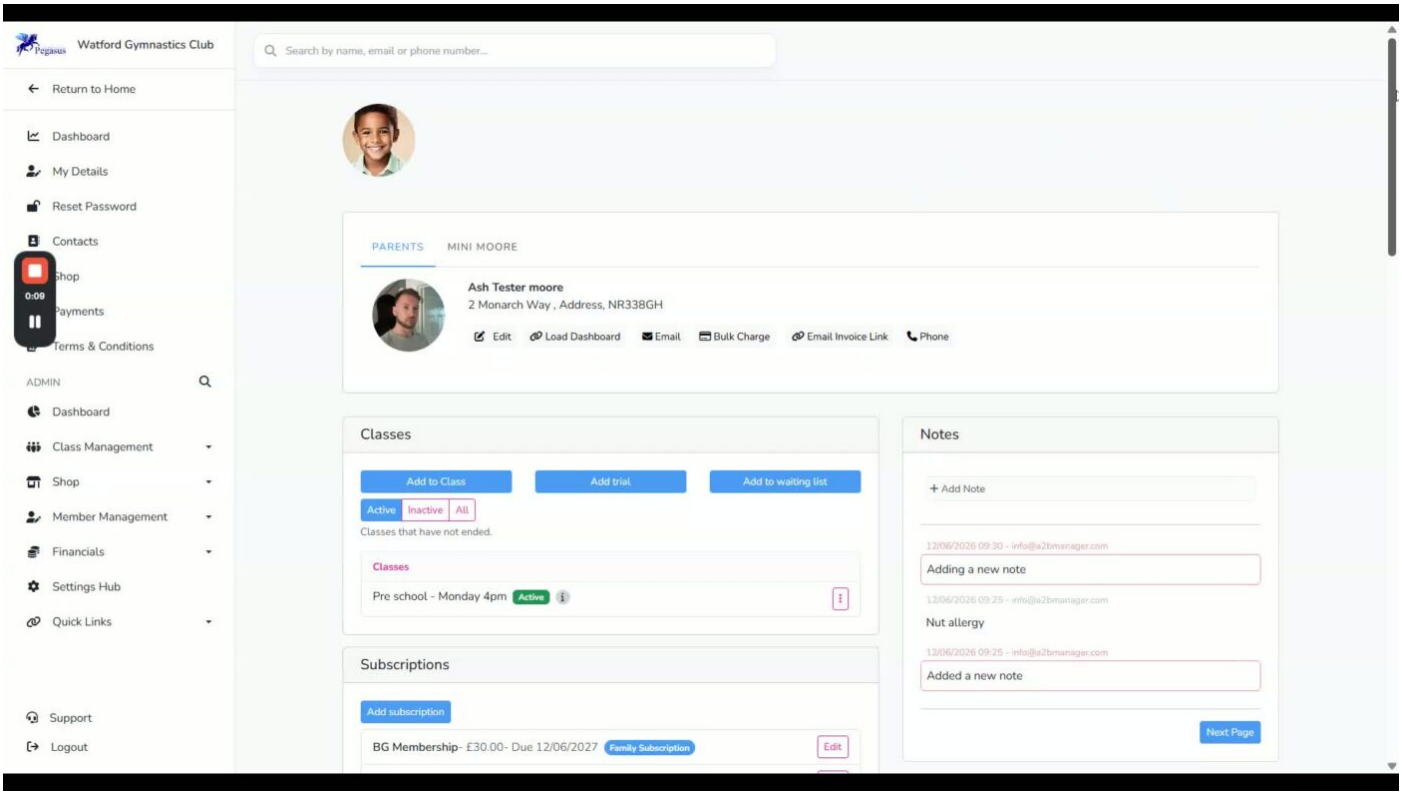
How to View a Member's Email History and Resend Emails

1. Open the member profile and find Email History 0:00



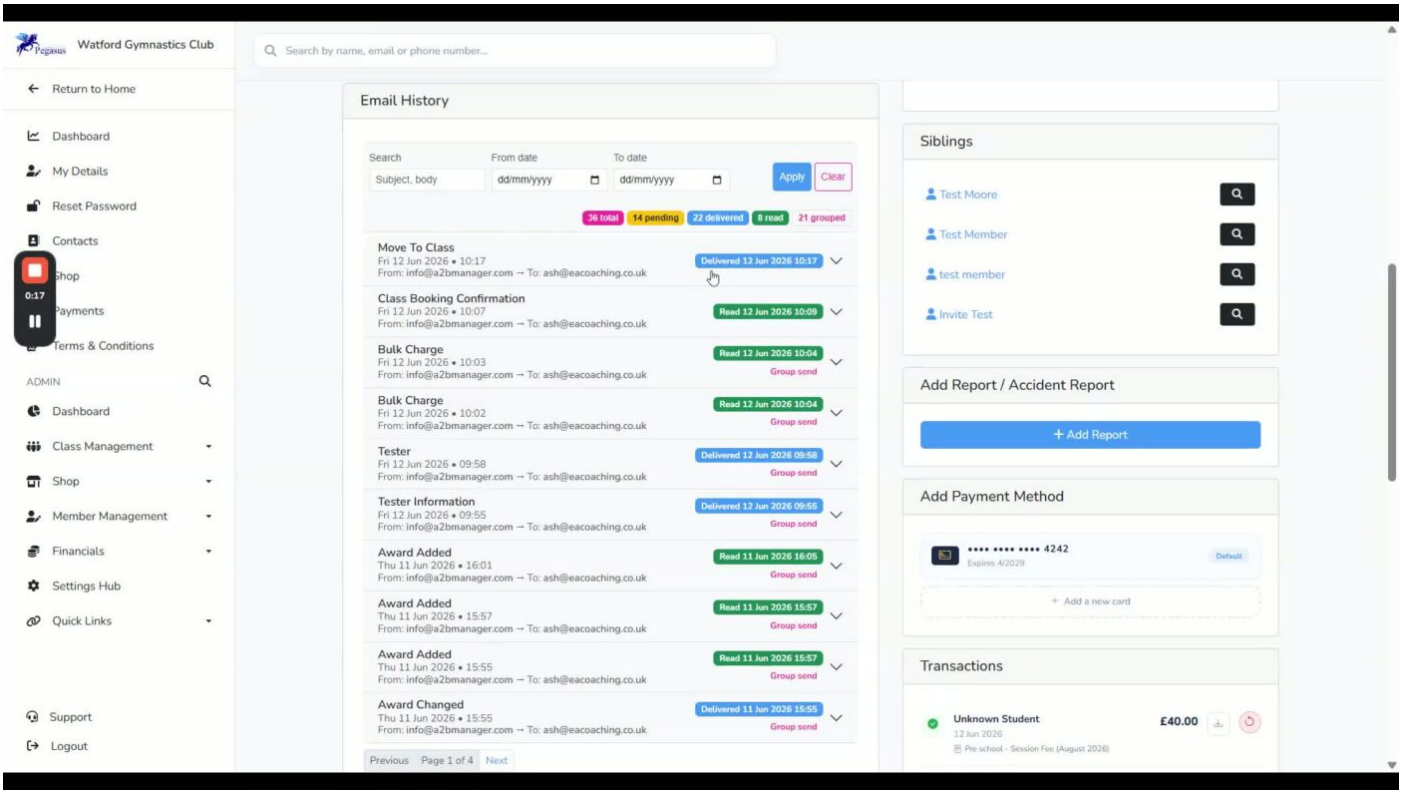
- Start in the member's profile.
- Scroll down to the **Email History** section.
- This area shows all emails that have been sent to the member.

2. Review delivery and read status 0:10



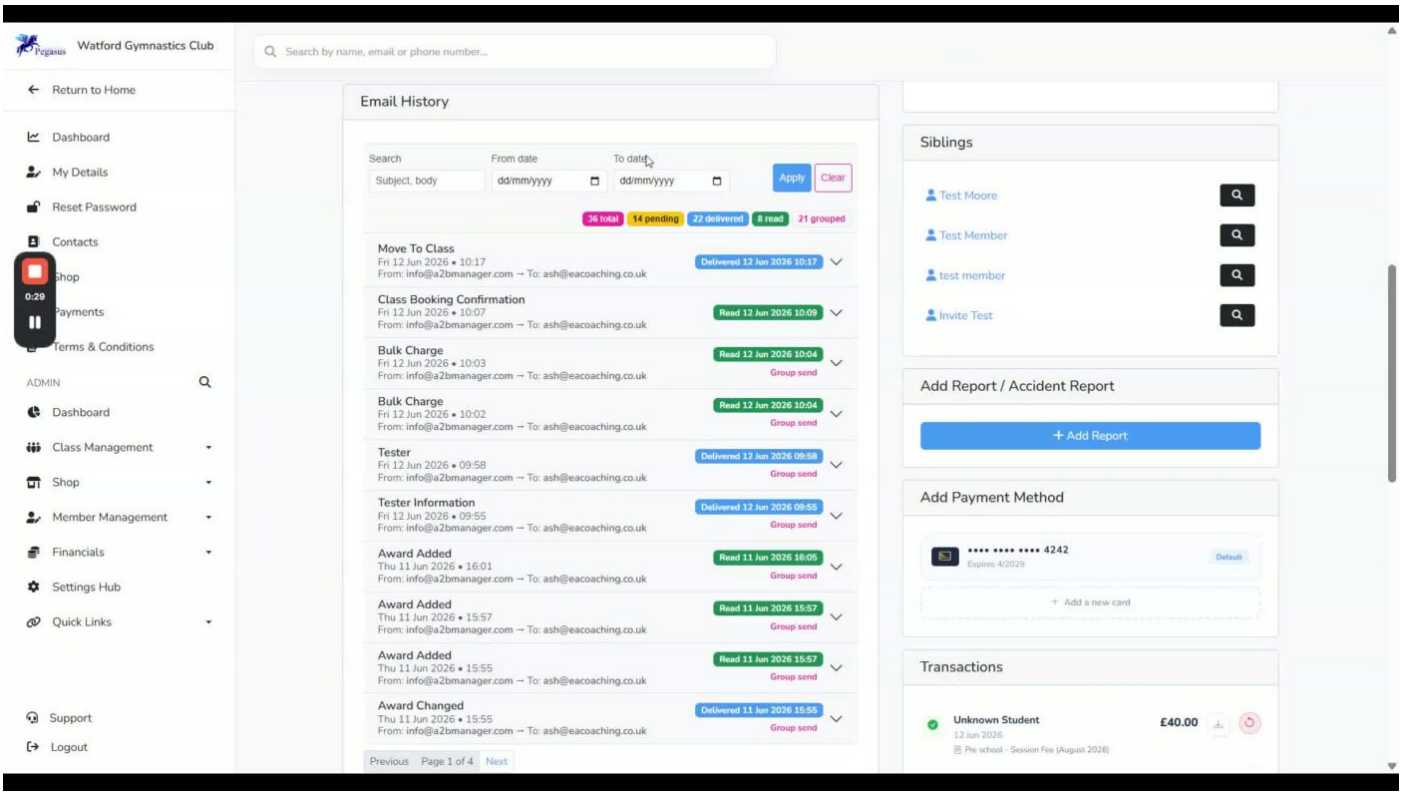
- Each email entry shows whether it was **delivered** or **read**.
- Timestamps are included so you can see exactly when each status changed.
- Use this view to quickly confirm whether a member has opened an email.

3. Search and filter for a specific email 0:18



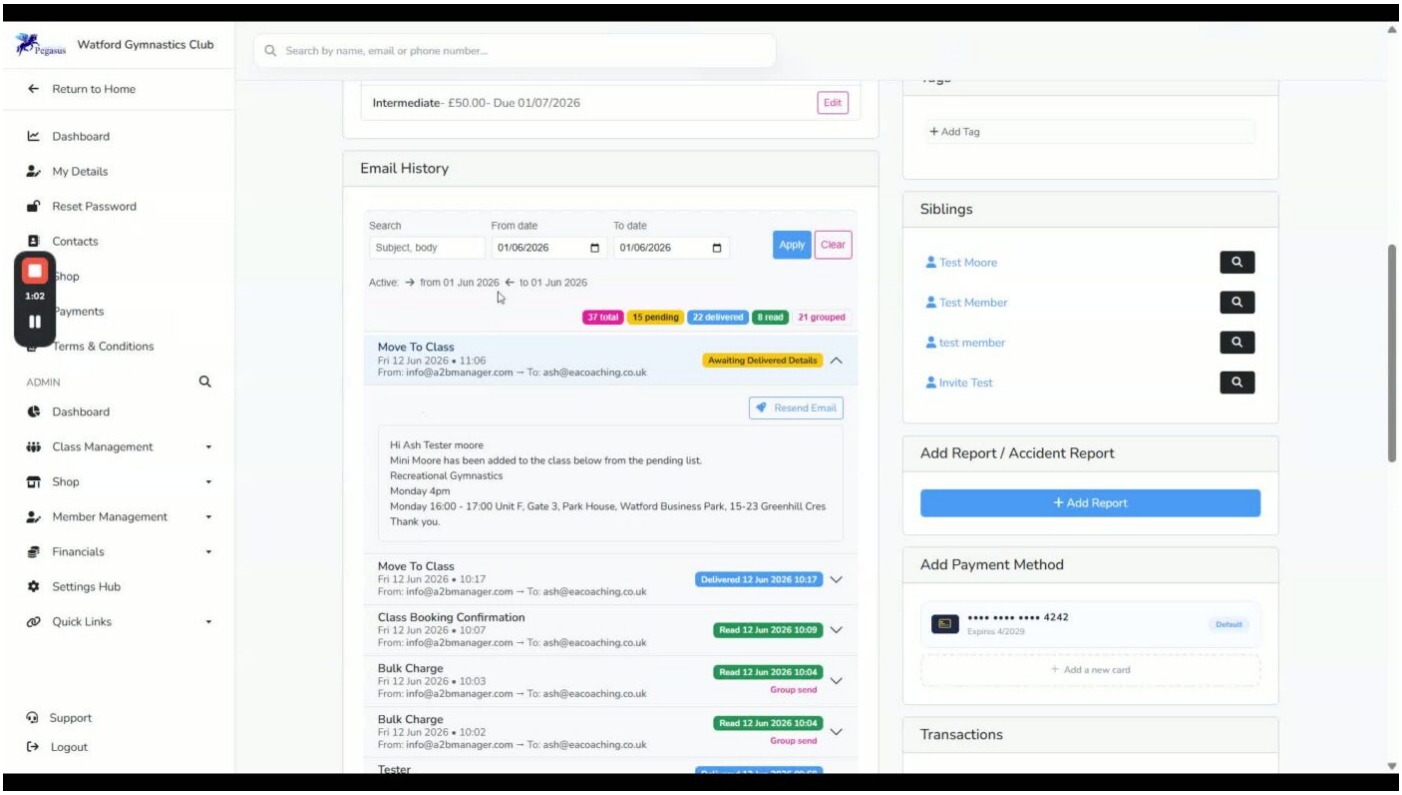
- Use the search box to find a specific email.
- You can search by:
  - **Subject**
  - **Body text**
- You can also choose a **date** to narrow the results.
- Click **Apply** to run the filter.

4. Resend an unread email 0:30



- If an email has not been read yet, click the **arrow** next to that email.
- Select **Resend Email**.
- The email status will show a yellow **Awaiting delivery details** box.
- After delivery, the status will update to **Delivered** or **Read** depending on the outcome.

5. Filter emails by date range 0:58



- If you want to find emails sent within a specific time period, enter the relevant **date** or **timestamp**.
- Click **Apply**.
- The list will update to show only emails sent during that selected period.