Cvent | Confirming Emails Were Delivered [1]

October 5, 2016 by Melanie Jones [2]

1. **Access your reports.** Begin by selecting your event. Hover over **Reporting** and, under **Reports**, click **Standard Reports**. Click **Email Rates by Email**. It may take a few minutes for your report to process.
2. See how many were delivered and opened. The **Totals** section summarizes the following for every email sent from this event:

- **Sent** shows you how many successfully arrived in an inbox.
- **Undeliverable** tells you how many bounced back.
- **Undeliverable Rate** divides the number you sent by those that bounced. You want this number to be low, around 10%.
- **Opened** shows you how many recipients actually opened your email (and presumably read it).
- **Open Rate** divides the number you sent by those that were opened. The higher the better. The average open rate for Cvent emails is 28%.

For full details and other related topics, checkout the complete tutorial [3] from Cvent.

Cvent Tutorial Details
Once logged into Cvent, navigate to 'Help & Support' in the top right corner. Than search for the tutorial.
Cvent Video Name: Confirming Emails Were Delivered
Cvent Tutorial ID: 000003540?

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