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](https://cventhelp.force.com/apex/CommunityArticle?id=000003540&Lang=en_US) 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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