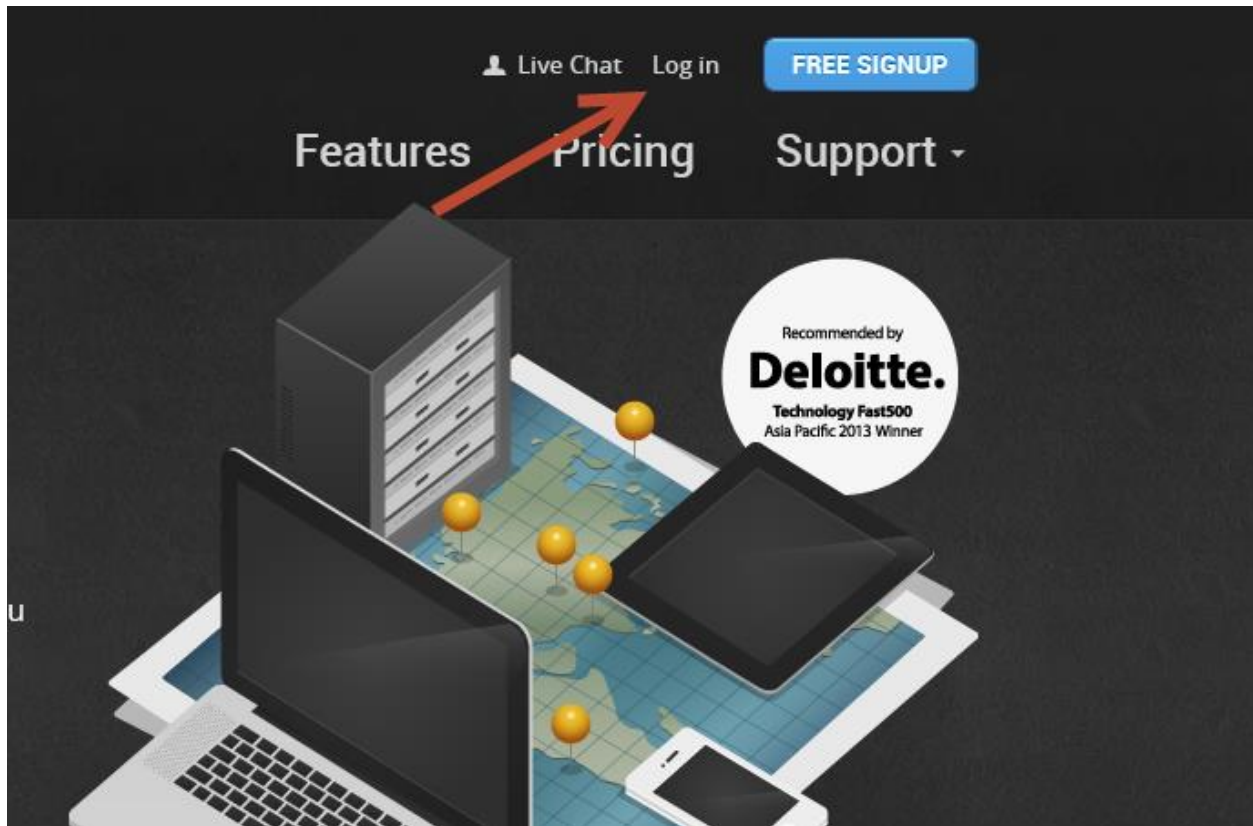
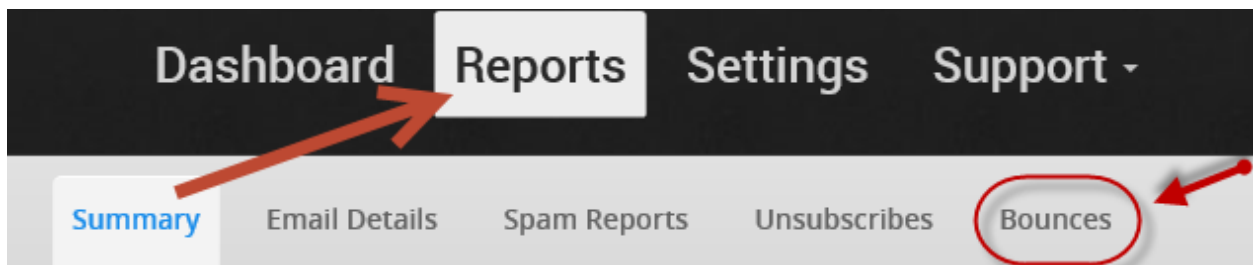


Creating SMTP2GO Email Reports

1. Click the following link: <http://www.smtp2go.com/>
2. Click “Log in” near the upper right corner



3. Enter the correct user name and password in the fields provided.
4. Under the “Reports” tab you see Summary, Email Details, Spam Reports, etc.



These reports will allow the administrator to track and review all emails that leave the PDS system.

The “Bounces” tab is a valuable source of information regarding email that fails to reach the recipient. This feature will detail the cause and errors that can cause delivery to fail.