

Viewing Mailings

1. Log into <https://lyris.duq.edu> with your username/password
2. When at the Home screen click on the **Mailings** tab at the top

LYRIS ListManager

Home Members Content Segments **Mailings** Reports Utilities

List: live-test
Language: English
Login: admin

ListManager Home

1. Members:
· [New](#)
· [View](#)

2. Content:
· [New](#)
· [From Template](#)
· [View](#)

3. Segments:
· [New](#)
· [View](#)

4. Mailings:
· [New](#)
· [Need Approval](#)
· [View](#)

5. Reports:
· [Deliveries](#)
· [Tracking](#)
· [Members](#)

Shortcuts:
· [New List](#)
· [Discussion Forum](#)
· [List Settings Map](#)
· [Site map](#)
· [Help](#)

Mail sending is normal - there are no delayed or failed mailings

Normal members of 'live-test' as of 2006-03-20: **6**

Mailing: 03/17/06 17:47:41 (id:9903) [VIEW](#)

Last Updated: 2006-03-20 03:20:00 Sender Name: John Astleford
Sent: 2006-03-17 17:47:43 Status: Completed

[DETAIL](#) [OVERVIEW](#)

	#	%	Trend
Total Attempted:	6	—	—
Delivered:	6	100%	—
Transient Failures:	0	0%	—
Permanent Failures:	0	0%	—

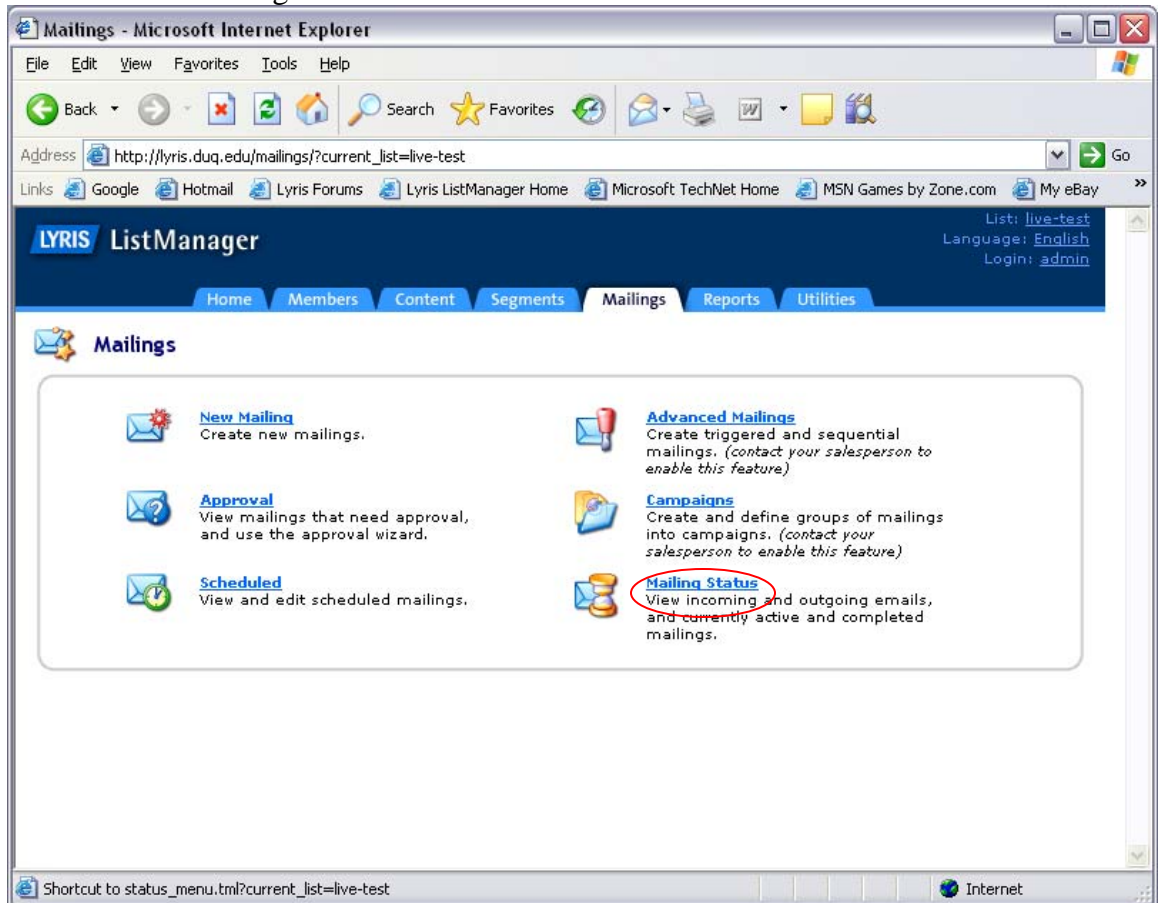
Unsubscribes:	0	0%	—
Forwards:	0	—	—
Referrals:	0	—	—
Survey Replies:	0	0%	—

Unique Opens:	0	0%	—
Total Clicks:	0	—	—
Unique Clicks:	0	0%	—
Transactions:	0	\$0	—
Conversion:	0%	—	—

Shortcut to ?current_list=live-test

Internet

3. Next click on Mailing Status



4. From this screen you have a few options. One is to see all the mailings from the past week. You can also see all the mailings that were sent if archiving is turned on (not by default but can be requested). The last option is to see the individual mailings by clicking on the **Mail Queues** link.
5. If you chose the Mail Queues link then click on the **Mail Queue – Outgoing** to see the individual mailings sent to the list. The list will be arranged with the

newest mailing first (screen below):

Outgoing - Microsoft Internet Explorer

Address: http://lyris.duq.edu/mailings/queue/outgoing/?current_list=live-test

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Home Members Content Segments Mailings Reports Utilities

Mailings : [Mailing Status](#) : [Mail Queues](#) :

Outgoing

List: go ▶

Type: go ▶

Search: go ▶

ID	Date	List	Mailing Name	Subject	Type	view
9946	2006-03-20 00:55:00	live-test		live-test subscription report	owner	view
9903	2006-03-17 17:47:43	live-test	03/17/06 17:47:41	script testing	list	view
9709	2006-03-15 17:58:00	live-test	03/15/06 17:57:59	this is a test message	list	view
9399	2006-03-13 00:55:00	live-test		live-test subscription report	owner	view
9360	2006-03-10 14:59:50	live-test	To be auto-approved: Friday, Mar 10 at 05:00 PM	email test message	list	view
9358	2006-03-10 14:55:59	live-test	To be auto-approved: Friday, Mar 10 at 05:00 PM	live-test moderated message	owner-moderated-posting	view
9235	2006-03-07 15:30:05	live-test		Re: testing this	post-failed	view
9122	2006-03-06 00:55:02	live-test		live-test subscription report	owner	view
8800	2006-02-27 00:55:00	live-test		live-test subscription report	owner	view
8416	2006-02-20 10:19:46	live-test	02/20/06 10:19:46	email test message	list	view

- When you click on the message link or the **View** option you will be able to select and see the details for the message.