Blocked Email Addresses:

To find out which Recipients in your school have blocked email messages:

Step 1:

- Create & send a Broadcast to your school's Parents/Guardians. -
- You might want to send a general explanation of what School Messenger is if you haven't done so already. Dash

Step 2:

- You will receive a confirmation email from School -Messenger that the Broadcast is complete.
- In School Messenger click on Reports tab in the -Dashboard.
- On the left choose Email Log

Step 3:

- Search by Date -
- Either choose the correct day or choose a Range that includes the Broadcast date.
- Click Blocked. _
- **Click View Report** -

Result:

The Report Details will list the names of the students, guardians & email addresses that have chosen to be blocked.

Broadcast Name	Submitted by	ID#	First Name	Last Name	Sequence	Recipient	Destination	Attempts	Last Attempt	Delivery Results
Lost and Found	mdutil@saanichschools.ca				Email 1			0		Blocked
Lost and Found	mdutil@saanichschools.ca				Email 1			0		Blocked

Dashboard	Broadcasts	Reports	System									
Reports												
Report Builder												
Select a	Template ø											
Broadcasts and I Broadcast Summa Phone Log Email Log Social Media Log Survey Results	Date Range ary											
	Email Log											
	Options											
	Search By 🥥	 Broadcast Date 										
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	Criteria 🥝	Select a field to f Field Select a Field	ilter on									
	Filter by Broadcast 🥥 type	0										
	Broadcast Types	Emergency Attendance General										
	Filter by result 🥑											
	Results 🕥	Attempted Unsent Unsent Duplicate Blocked No Email Select No Email) Ited									
	REPORT OPTIONS											
ins &	Display Fields	Language										
	View Report											