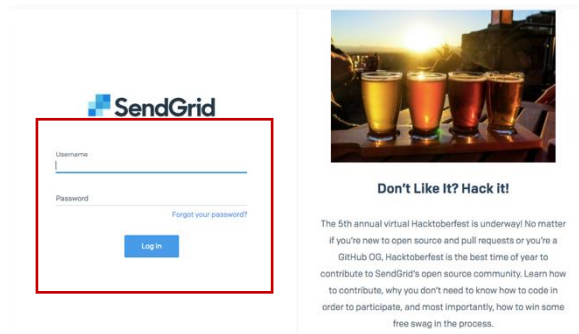


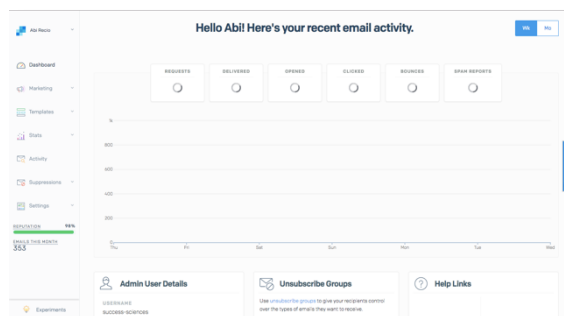
## SendGrid User Guide

1. Login to **SendGrid** with your **username and password** provided by Success Sciences
  - Quick access link:  
<https://app.sendgrid.com>

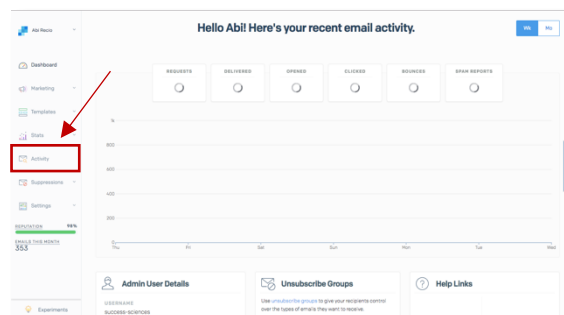


2. When you log in, you will be brought to the **dashboard**

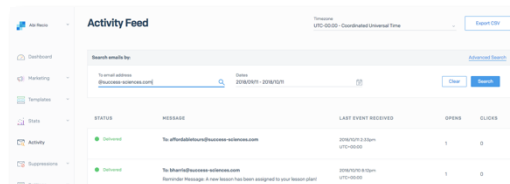
**\*\*The Activity Feed area of the SendGrid account will be the only area of the account you can access.\*\***



3. To see who has received email notifications, click on **Activity** on the left-hand side of the menu.

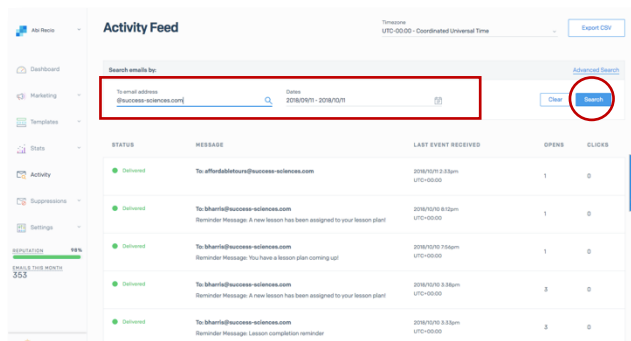


4. You will be brought to the **Activity Feed**.



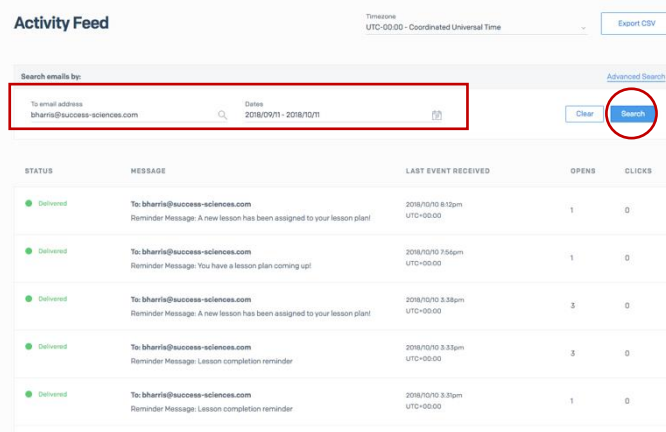
4.1. To **view all the users** in your company that received email notifications:

- Enter in the search box the **email format** that your company uses, such as **"@success-sciences.com"**.
- You can also **change the range of dates** to find specific days – up to 3 days in the past.
- **Press search** when you have the search criteria entered.
- This will populate **with all the emails sent** to people in your company within the date range specified.



4.2. To **specify an exact email** in the search box (rather than a broad company search):

- Search the **EMAIL** of that specific person. For example:  
[name@companyname.com](mailto:name@companyname.com)
- You **CANNOT** search for the first and last name as they are not saved in the database with the emails.



5. The **page shows** if the message was:

- Successfully delivered
- When it was sent out
- How many times it was opened
- How many times the links were clicked on



6. **Click on** any of the messages and it will show:

- The subject
- Other information about the email

