# Email Report

The email report headlines how many emails each one of your users has sent within the current week, along with the total number of email opens.  There are four filtering options available.

1. *Created Time* allows you to choose a specific period of time.
2. *Owner* allows you to choose one or multiple users.
3. *Email Type* allows you to choose one or multiple types of emails.  For example, Mass Email, Individual Email, etc.
4. *Title* allows you to search for the subject of the email you would like to view data on.


The Email Details table is exportable via .CSV Excel file and highlights other key email metrics like who each email was sent to and the individual email access count.

*You will need to have **Outgoing Server Settings** configured in order to send emails from AMPED and use the Email Report.