

Outgoing logs - Track all Remote Deliveries

From the Admin Panel, you can track all the messages sent by your users through our outbound servers.

How to Access Outgoing Logs:

1. Log in to the [Admin Panel](#) using your Admin username and password.
2. From the menu, go to **Logs** → **Outgoing Logs**.
3. Select a **Domain**, **Start Date**, and **End Date**.
 - You can review Remote Delivery data **for up to 30 days** in the past.
4. Click the **Search** button.

You will see a list of emails sent by all users for the selected domain and time period.

Filtering Options:

Use the filter s to refine your search:

- **View Messages** dropdown - choose one of the following:
 - **Delivered** messages
 - **Temporarily Rejected** messages (e.g., user is over quota)
 - **Permanently Rejected** messages (e.g., invalid mailbox, blacklisted)
 - **All Messages**
- **Sent To** - (Optional) Enter the recipient's email address or part of it.
- **Sent From** - (Optional) Enter the sender's specific email address.

The Outgoing Logs do not display emails sent between addresses on the same domain, as those are delivered locally and bypass external logging.

The screenshot shows a web application interface. On the left is a dark sidebar with a menu containing: Sub-Admins, Security, Users, Domains, Aliases, Lists, Smart Lists, Filtering, Branding, Settings, **Logs**, Incoming Logs, **Outgoing Logs**, and Last Logins. The 'Logs' and 'Outgoing Logs' items are highlighted with orange boxes. The main content area is titled 'Search Options' and contains several input fields: 'Select Domain' (mynewdomain.com), 'Start Date' (29-11-2021), and 'End Date' (29-11-2021), all highlighted with orange boxes. Below these are 'View Messages' (Delivered), 'Sent From' (Sent From), and 'Sent To' (Sent To) fields. A blue 'Search' button is also highlighted with an orange box. Underneath is a 'Search Results' section with a message: 'This interface does not show same-domain deliveries'.

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