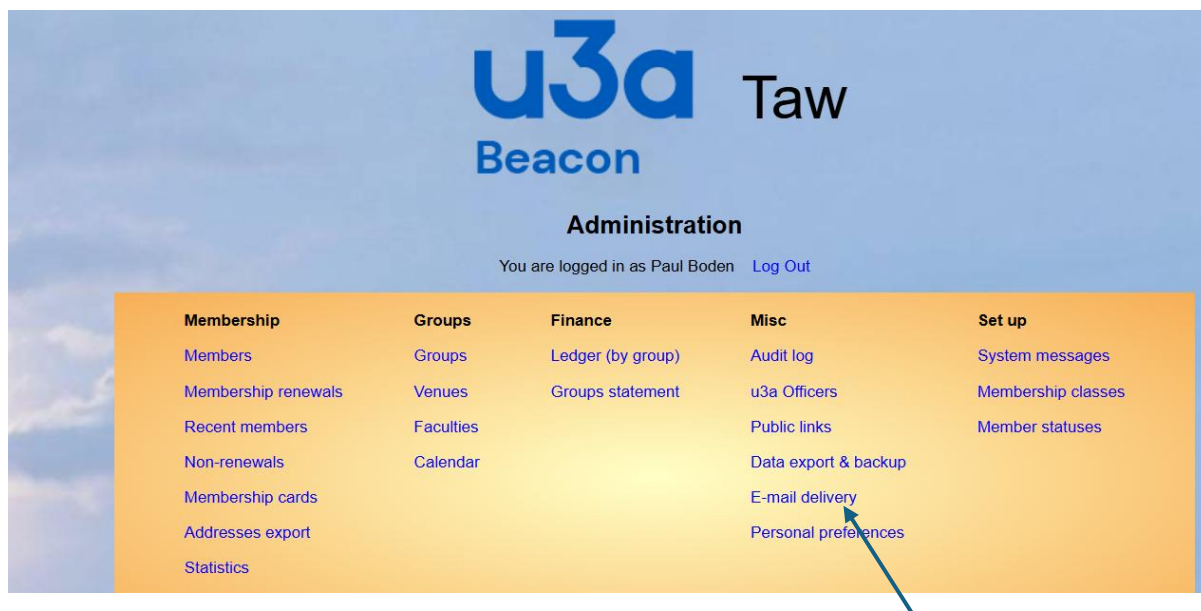


## Email logs from within Beacon

A log of all email sent from Beacon are available to view, should you need to check on emails that have been sent from your account. All emails are stored, and a filter can be used to provide dates from and to to limit the emails viewed.

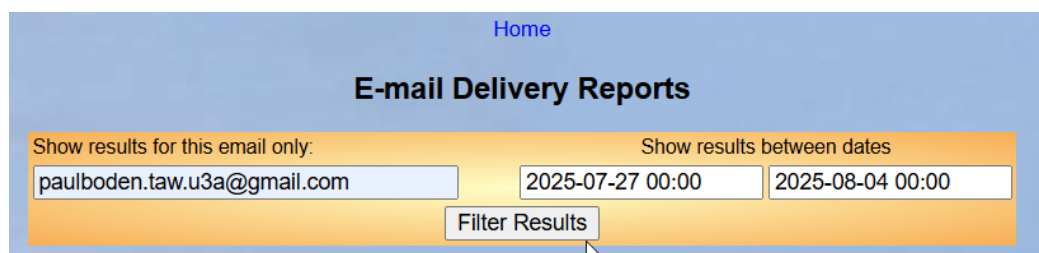
1. Log into your Beacon account to view the Home page.



2. Under the Misc Column, you will see the option E-mail Delivery. Click this to open the email delivery Reports Page.



3. You can use the filter options to view specific emails and periods. You can enter a specific members email address and/or set the from and to period dates. The date option uses a drop down calendar to choose dates.



4. Click The button, Filter Results to display the emails sent.

5. In my case I have chosen a specific email address (my own), and a set to and from dates. After clicking the Filter Results Button, there is a short delay before anything happens, then the results are provided as shown below.

The screenshot displays an "E-mail Delivery Reports" interface. At the top, there are two input fields: "Show results for this email only:" with the value "paulboden.taw.u3a@gmail.com" and "Show results between dates" with values "2025-07-27 00:00" and "2025-08-04 00:00". A "Filter Results" button is positioned below these fields. Below the filter section, it says "Showing 1 to 4 of 4 records" and a page indicator "1". The main content area shows a list of four records, each with a date, time, subject, and recipient. The first record is expanded, showing details for the email sent to "paulboden.taw.u3a@gmail.com" at "28 Jul 2025 18:03". The other three records are partially obscured by red redaction bars.

Date & Time	Subject	Recipient
Mon 28 Jul 2025 18:02	Strollers	kimconibear@btinternet.com
Mon 28 Jul 2025 17:04	Walk 5th August	[Redacted]
Mon 28 Jul 2025 11:07	Trustees Meeting 4th Aug	[Redacted]
Mon 28 Jul 2025 09:57	Taw U3A August 2025 Newsletter	[Redacted]

In my filter I am provided with a list of records of emails sent.

6. When finished, click the home option to take you back to the home page.