Email Reports

GOOGLE ANALYTICS
Look for the email button at the top of all Google Analytic reports.
EMAIL REPORTS

1. Include additional email recipients
2. Include a subject line and description
3. Select report format
4. Type exactly as shown
1. Click the Schedule tab
2. Select the frequency
3. Click Schedule
CONFIRMATION MESSAGE

This report has been scheduled. Manage scheduled reports.

Confirmation Message
MANAGE SCHEDULED EMAILS

Click Email
MANAGE SCHEDULED EMAILS

Click the report name to edit the settings

Click to delete report

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