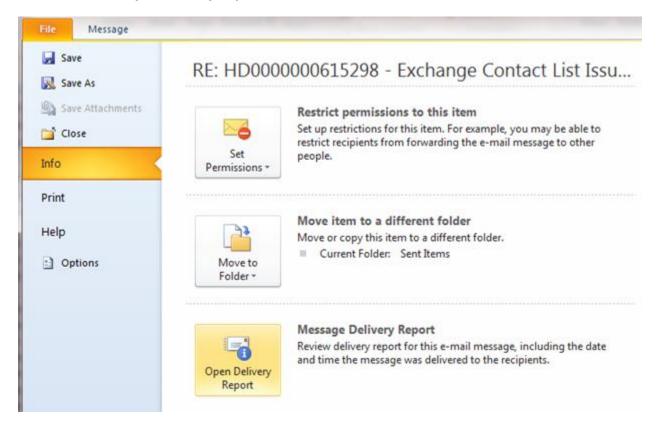
To see the delivery status of a message sent within Exchange follow the steps below:

- 1. Go to your **Sent** folder and double-click to open the message you want to a delivery report on.
- 2. Click **File** then the **Open Delivery Report** button



3. This will open your web browser and give you a report as seen below

# Delivery Report

## RE: HD0000000615298 - Exchange Contact List Issues

From: To:

Sent: 11/8/2010 11:10 AM



## 📤 E-Mail This Report

Delivery Report for | @hmc.psu.edu)

#### Submitted

11/8/2010 11:10 AM

The message was submitted.

#### Delivered

11/8/2010 11:10 AM

The message was successfully delivered.

4. This will tell you if the message was delivered. If you want to know if the recipient has read the message you would need to turn on read receipt in Outlook.