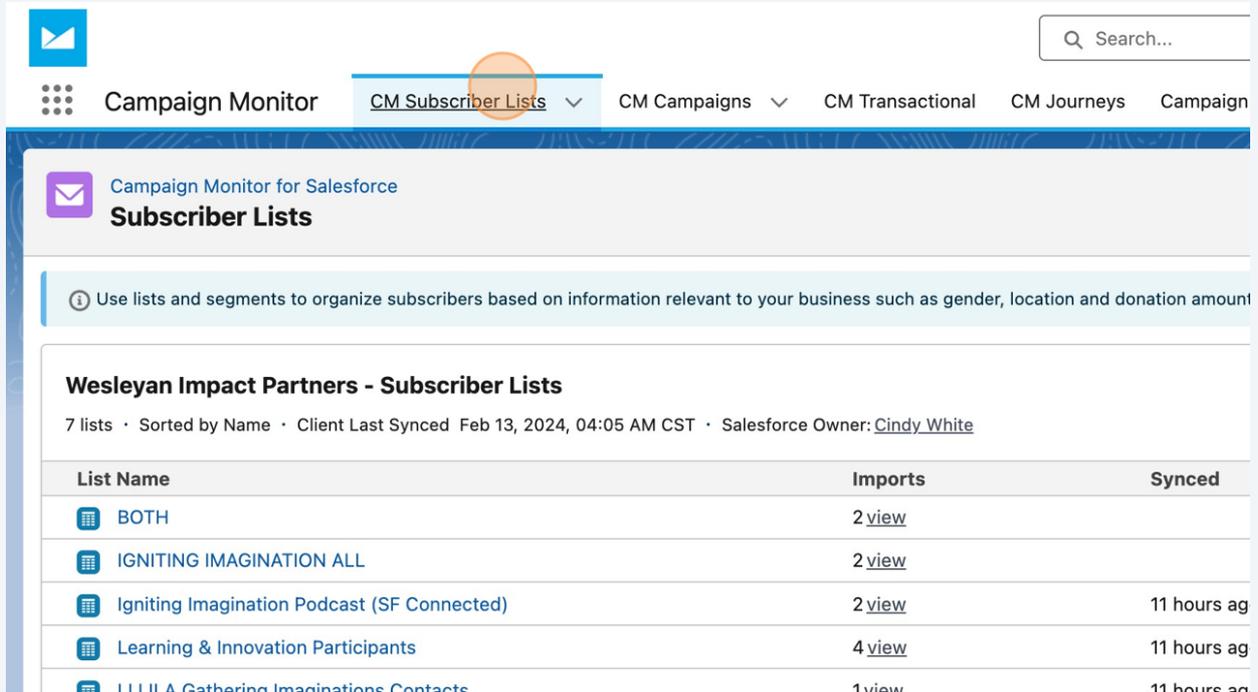


# How to See How Many Emails are in a Salesforce Report

1 Navigate to [Salesforce](#)

2 Click "CM Subscriber Lists"



The screenshot shows the Salesforce Campaign Monitor interface. The top navigation bar includes a search box and several menu items: Campaign Monitor, CM Subscriber Lists (circled in orange), CM Campaigns, CM Transactional, CM Journeys, and Campaign. Below the navigation bar, the page title is "Campaign Monitor for Salesforce Subscriber Lists". A help tip states: "Use lists and segments to organize subscribers based on information relevant to your business such as gender, location and donation amount". The main content area displays "Wesleyan Impact Partners - Subscriber Lists" with 7 lists, sorted by Name, last synced on Feb 13, 2024, 04:05 AM CST, and owned by Cindy White. A table lists the subscriber lists with columns for List Name, Imports, and Synced.

List Name	Imports	Synced
BOTH	2 <a href="#">view</a>	
IGNITING IMAGINATION ALL	2 <a href="#">view</a>	
Igniting Imagination Podcast (SF Connected)	2 <a href="#">view</a>	11 hours ago
Learning & Innovation Participants	4 <a href="#">view</a>	11 hours ago
U I I I A Gathering Imaginations Contacts	1 <a href="#">view</a>	11 hours ago

### 3 Select list you would like to view

List Name	Imports	Synced
BOTH	2 <a href="#">view</a>	
IGNITING IMAGINATION ALL	2 <a href="#">view</a>	
Igniting Imagination Podcast (SF Connected)	2 <a href="#">view</a>	11 hours ag
Learning & Innovation Participants	4 <a href="#">view</a>	11 hours ag
LI LILA Gathering Imaginations Contacts	1 <a href="#">view</a>	11 hours ag
Wesleyan Impact Partners Subscription	8 <a href="#">view</a>	11 hours ag
<b>WI ALL</b>	2 <a href="#">view</a>	

### 4 Click "Import Wizard"

- Details
- Statistics
- Members**
- Segments
- Automation**
  - Import Wizard**
  - Create Leads/Contacts
  - > Show More

#### WI ALL

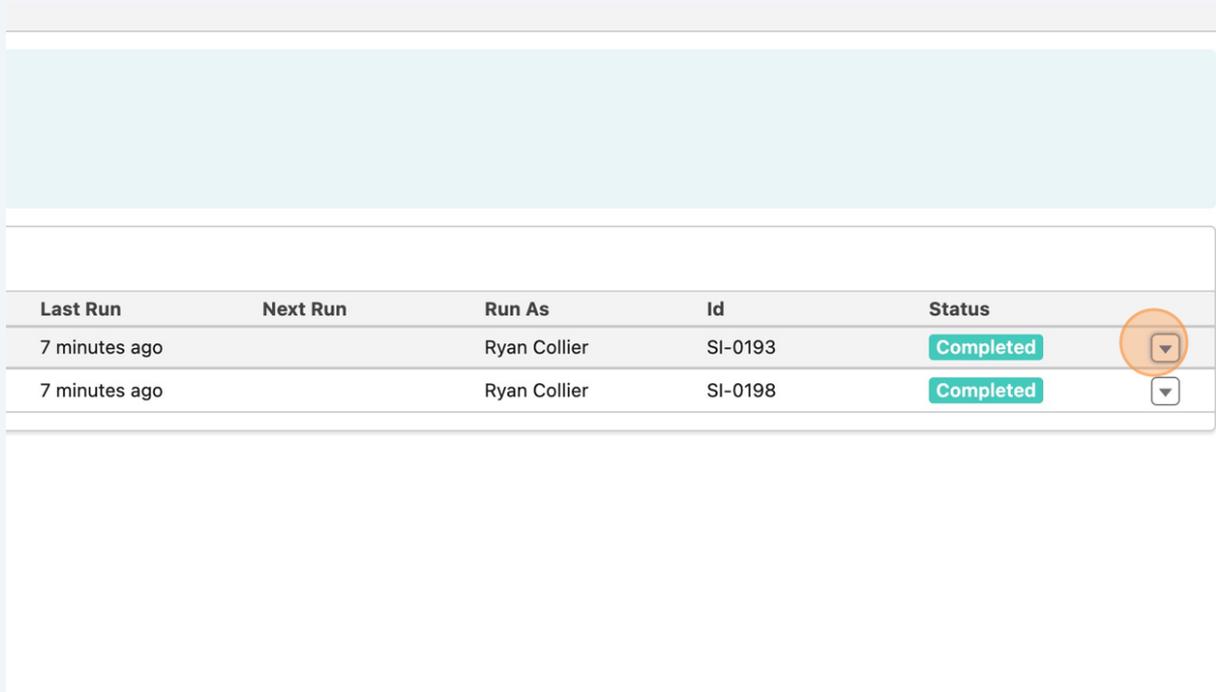
View subscribers associated with a Subscriber List. Use the **Refresh** button to sync the latest update

##### Subscriber Lists Members

50+ items · Sorted by Subscribed · Never Synced

Name	Email Address
Alison Flaum	a-flaum@law.northwestern.edu
Aasif Bade	abade@ambrosepg.com
Abigail Rusert	abigail.rusert@ptsem.edu
Adam Borneman	aborneman@mministry.org
AnnMarie Brown	abrown@circlesandciphers.org
Archana Carey	acarey@calpacumc.org
Andy Clarno	aclarno@uic.edu
San Unknown	admin@encinitaschurch.com
Adrienne Ingram	adrienne.ingrum@hbgusa.com

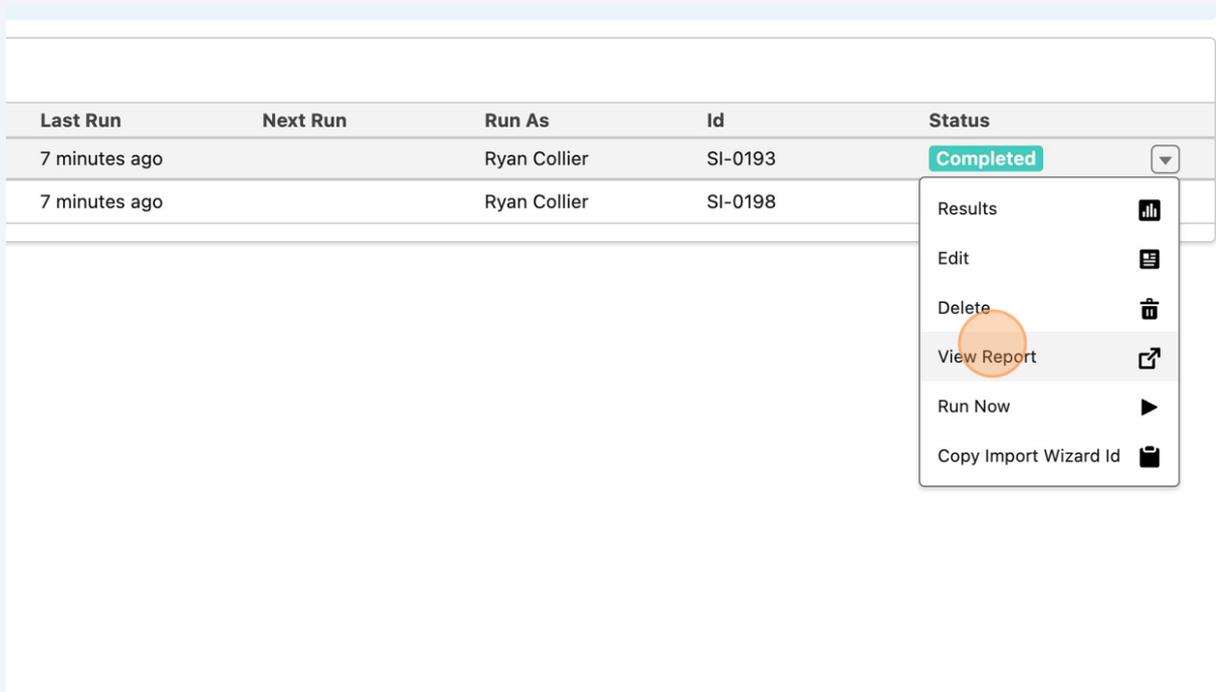
5 Click here.



A screenshot of a web application interface showing a table with five columns: Last Run, Next Run, Run As, Id, and Status. The table contains two rows of data. The first row has '7 minutes ago' for Last Run, 'Next Run' is empty, 'Ryan Collier' for Run As, 'SI-0193' for Id, and 'Completed' for Status. The second row has '7 minutes ago' for Last Run, 'Next Run' is empty, 'Ryan Collier' for Run As, 'SI-0198' for Id, and 'Completed' for Status. A dropdown arrow icon in the Status column of the first row is circled in orange.

Last Run	Next Run	Run As	Id	Status
7 minutes ago		Ryan Collier	SI-0193	Completed
7 minutes ago		Ryan Collier	SI-0198	Completed

6 Click "View Report"



A screenshot of the same web application interface as in step 5. The table is identical. A context menu is open over the 'Completed' status of the first row. The menu items are: Results (with a bar chart icon), Edit (with a document icon), Delete (with a trash can icon), View Report (with a document and arrow icon, highlighted with an orange circle), Run Now (with a play button icon), and Copy Import Wizard Id (with a clipboard icon).

Last Run	Next Run	Run As	Id	Status
7 minutes ago		Ryan Collier	SI-0193	Completed
7 minutes ago		Ryan Collier	SI-0198	

- Results
- Edit
- Delete
- View Report
- Run Now
- Copy Import Wizard Id

7

Look under Total Records to see how many people are in the report

 Campaign Monitor CM Subscriber Lists CM Campaigns CM Transactional CM Journeys Campaign

 Report: Contacts & Accounts  
**WI All - Contacts**  
 WI Contacts excluding Board Members

Total Records	Total TMF	Total TMF Only (Marketing)	Total WI	Total WI Only (Marketing)	Total TMF & WI (Marketing)	Total Do
1,409	71	0	1,405	12	3	0

	Contact ID	Salutation	First Name	Last Name	Mailing City	Mailing State/Province	Ma
1	0035A00003g9rUk	Mr.	Dominic	Tommy	Lake Odessa	MI	488
2	0035A00003jl33z	Mr.	Robert	Ober	McMinnville	OR	971
3	0036e00003tMnKR	Rev.	Micki	McCorkle	Girard	KS	667
4	0035A00003Vc5ga	Rev.	Lisa	Baumgartner	Baton Rouge	LA	708
5	0035A00003Vc77F	Bishop	Ann	Svennungsen	Minneapolis	MN	554
6	0035A00003Vc8tp	Rev.	Ashlee	Alley	Lincoln	NE	688