## How to search for unengaged contacts •

If you have reviewed List hygiene, then you may want to see if you have unengaged contacts in your app.

- 1. Navigate to Marketing and click Reports.
- 2. Click on Email Status Search to open the report.

	Email Batch Results	This report will display information al
	Fax Batch Status	Check the status of Fax Batches that
	Voice Batch Status	Check the status of Voice Batches th
	<u>Email Status Search</u>	View email addresses that have eithe
	Unsubscribe Report	Report showing the contacts that hav
	Voice Status Search	View phone numbers that have opter
	Email Broadcast Conversion Report	Simplified Email Broadcast Conversio

If your app brings you to a list of search results, click the **New Search** button.

3. In the Email Status drop-down, select Unengaged Marketable.

	Email Status Search							
	Search	General	Address	Phone/Email	Custom Fields	Misc Cr		
Search Criteria								
		Email Status	contains any		Ŧ			
			Unengaged M Unconfirmed Confirmed (Le	arketable	<b>A</b>			

- 4. Click Search.
- 5. The search results include all contacts which are unengaged and in danger of not being sent marketing emails in the future. Check out the article, Remove contacts unengaged more than 1 year from email marketing.