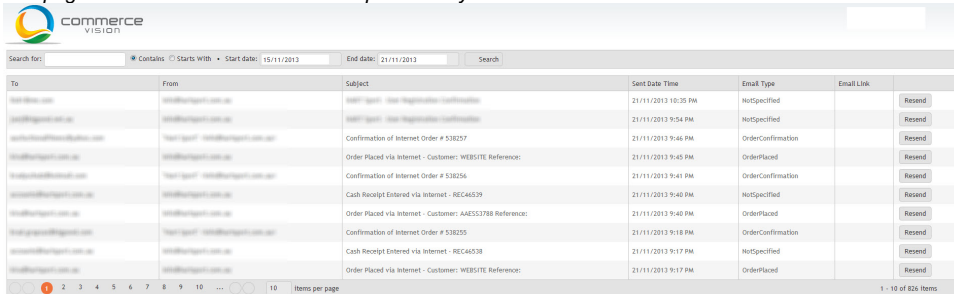# Review sent emails

All emails sent from the website can be reviewed and resent via the 'Email History' page. This is handy if, for instance, a customer reports they have not received their order confirmation email.
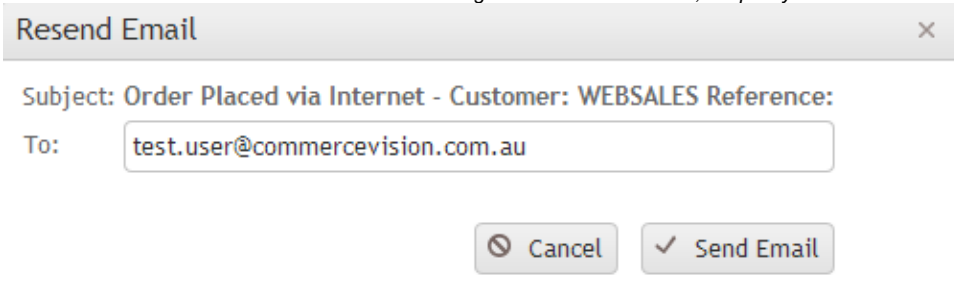You can simply locate the email and trigger a re-send.

Step-by-step guide

1. *Login to the CMS.*

2. *Navigate to **Reporting Email History**.*
   - *Non-BPD admin users should look in their **Accounts** or **Settings** menus for the 'Emails' page.*

3. *The page will show all emails sent in the past 30 days.*

4. *Use the paging arrows to browse, or search by keyword and/or date range.*

5. *Use the **'Resend'** button to resend an email to the original destination address, or specify an alternative email recipient.*

✅ **Classic site admins:**

If the 'Emails' page is not present under the Accounts or Settings menu, 'EmailNotificationRegister.aspx' may need to be added as a new menu item. See Add a New Menu Item for instructions.

Related help

- CC Order Confirmation emails
- Email Template List
- Widget-Based Email Templates
- Sender Policy Framework (SPF) Record