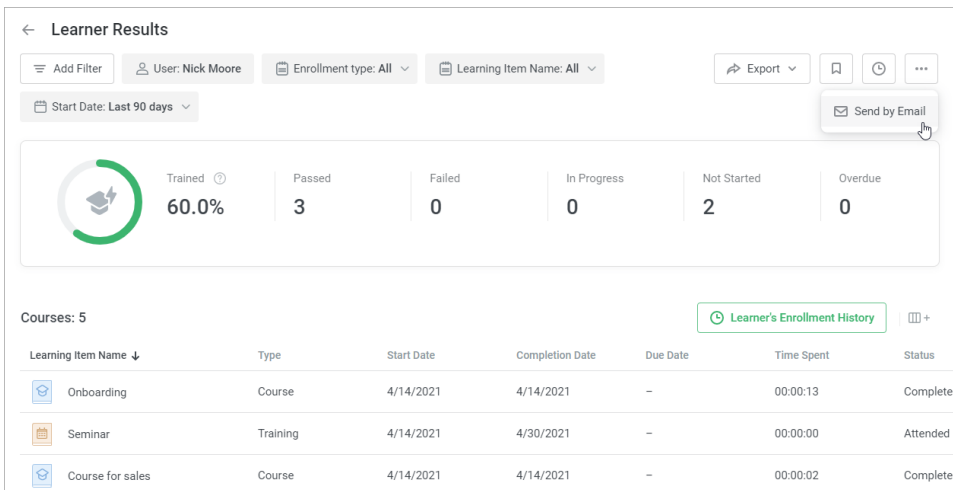# Sending a Report by Email

Send a report to your colleagues' or employees' emails to show learners' progress on a course or provide information on training attendance.

1. Run a report, click [···] and select **Send by Email**.
   The report will be sent in its present condition: with currently set filters, columns, and sorting.

2. In the **Send by Email** window, specify the email subject and recipients. Next, click **Send**.
   You can select a user assigned to any role as a recipient. *Department Administrator*, *Publisher*, and a user with a custom role enabled to view reports can add recipients from the departments they managed and their subsidiary departments.

3. The email with the attached report will be delivered to recipients. They will be able to download the report and save it on their computers.

Course Progress

IA iSpring Academy <do-not-reply@ispringlearn.cor
To Diane Keaton

↩ Reply   ↩ Reply All   → Forward   ···

Cp 05.08.2020 12:05

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

📄 course-summary-20200805-94.xlsx ⌄
6 KB

I **iSpring Academy**
my.ispringlearn.com

Course Progress

Hello! **Nick Moore (nikkimoore279@gmail.com)** sent you the report **"Course Progress"** which is attached to this email. To view the report, save it to your computer.