

Subscribe to a Basic Report

To receive automatic updates of a [basic report](#), or to share them, you can subscribe any email address to an existing report.



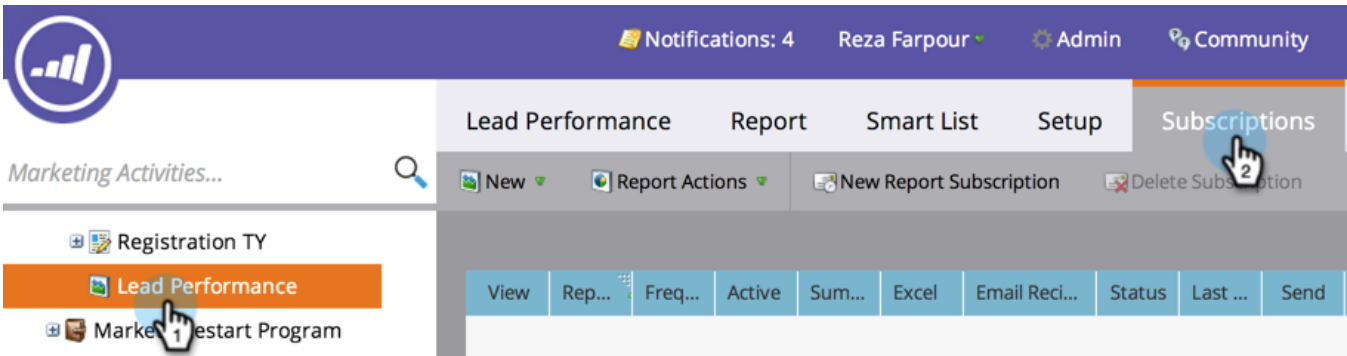
Note

For [Revenue Cycle Explorer](#) report subscriptions, see [Subscribe to a Revenue Explorer Report](#).

1. Go to the **Marketing Activities** area.



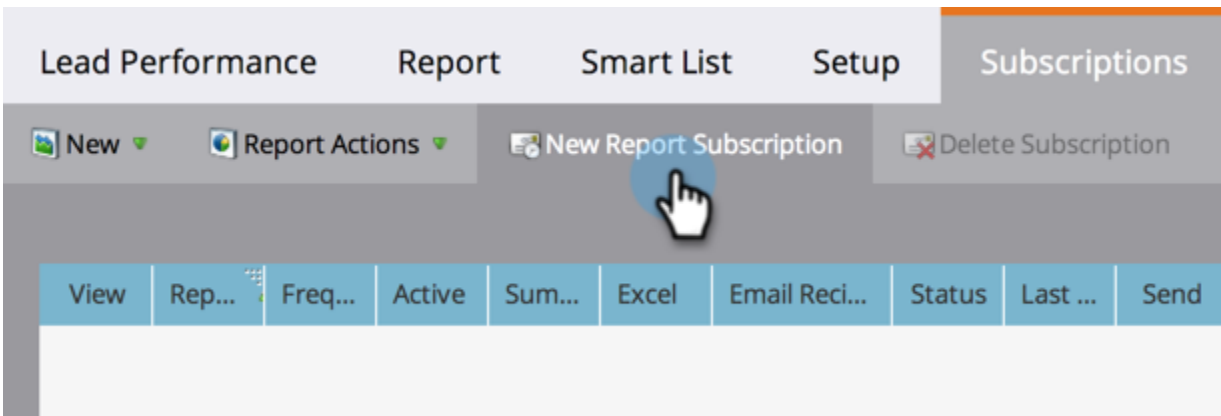
2. Select your report from the navigation tree and click the **Subscriptions** tab.



Note

You can also subscribe to reports from the **Analytics** tab.


3. Click **New Report Subscription**.




4. Enter the email address(es) and set the frequency of the report emails.

New Report Subscription ✕


Subscribe To: Lead Performance

Email Recipients: * 

Frequency: 

Attach Excel Report:

Email Preview Rows:





Note

Anyone can unsubscribe from the report in the email they receive.

5. That's it! Check your inbox!

Marketo Optimization & Review.Lead Performance

Report: [Marketo Optimization & Review.Lead Performance](#)

Generated: Jul 13, 2014 1:07 PM PDT

Time Frame: All Time

Smart List: 1 rule

1-30 of 55

Created At ↓	Total Leads
06/01/2012	2
05/01/2012	154
04/01/2012	231
03/01/2012	1,702
02/01/2012	59

Related Articles

Learn how to [manage all your report subscriptions](#) in one place.



Deep Dive

See what else you can do with reports in the [Basic Reporting](#) deep dive.

