



## ***TRACKING EMAILS***

*Emails are very important in our organizations, as it is used as a major means of communication within and outside the organization. So therefore, the security of the content of such emails are crucial to the sender. Some emails are confidential and not meant for a third party and so on. With the growth in technology and cyber security, there are various means to track emails.*

*Gone are the days when people just send emails and don't have a clue whether or not the message has been received, or if any attachment or link was viewed. Email tracking has given us power to sustain relationships in this competitive inbox society. This article is to guide you in other to boost efficiency and productivity of your emails through email tracking. Now we have questions like, how do we track emails? Where do we start from? And so on.*

*Firstly, the software used to track the emails places a hidden image pixel in our image which enables you detect the time and date the mail was opened. Tracking your email is beneficial, especially for work because it saves time and gives great insights.*

## *STEPS TO TRACKING AN EMAIL*

- *Install an email tracking app or software*
- *Compose the email*
- *Check track email box [these works differently with various applications]*
- *Receive notification*

*However, tracking emails has its ups and downs, the aim of tracking the email is what's important.*



**Abdulaziz AL-Humoud**  
Senior Security Engineer