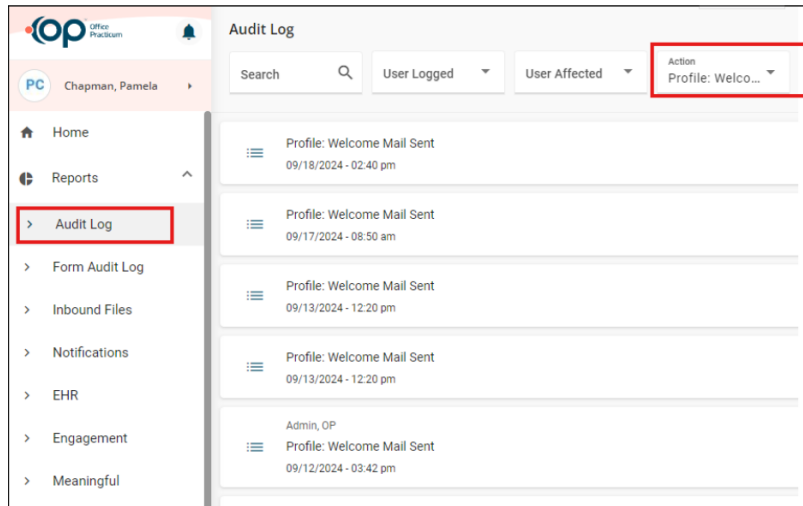# How can I check if an OP Portal Welcome Email was sent?

Last Modified on 09/23/2024 1:07 pm EDT

1. Log into the OP Portal as an admin.
2. On the left navigation, select **Reports** > **Audit Log**.
3. In the **Action** field, start typing "Welcome" and select **Profile: Welcome Mail Sent**.

4. A list of all of the Welcome emails sent, in reverse chronological order, will appear.
   - You can see the **date** and **time** sent in each row item.
   - To see more details such as the person and email address it was sent to, **click on the row**.
   - To search for a specific person, click in the **Search** field and type the parent's last name + first name (eg "Smith+John"). Click on that row to see more details.