# Setting up scheduled reporting emails in Google Analytics

If you have a Google Account e.g. your email is using Google Apps or a @gmail.com address you have a Google account - otherwise to create a new Google Account go to https://accounts.google.com/SignUp .

Let me know what your Google Account email address is and I will add you to the Google Analytics Account for your website and let you know the address to log in.

Once logged in you can set up your own scheduled emails for the reports you need.

To get similar details to the previously emailed reports you will need to schedule the following reports under **Standard Reporting:**

**Visitors Overview (under Audience)**
https://www.google.com/analytics/web/#report/visitors-overview/

**Location (under Audience/ Demographics)**
https://www.google.com/analytics/web/#report/visitors-geo/

**Traffic Sources Overview (under Traffic Sources)**
https://www.google.com/analytics/web/#report/trafficsources-overview/

**Content Overview (under Content)**
https://www.google.com/analytics/web/#report/content-overview/

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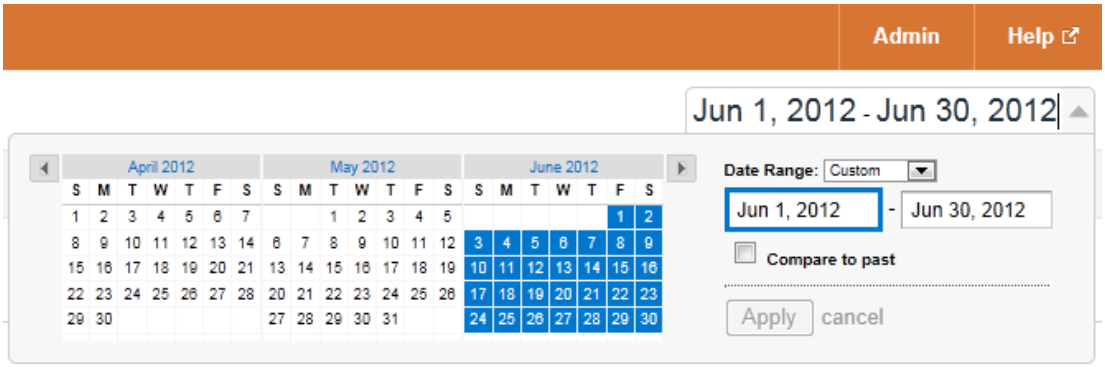
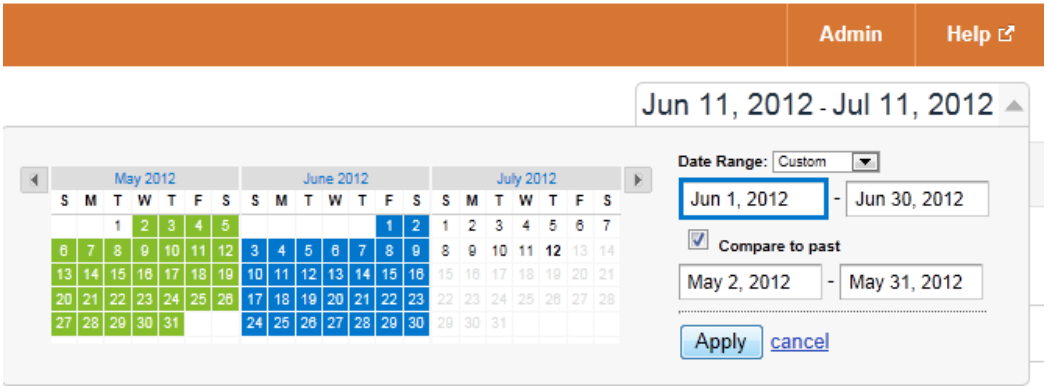
If you have any question please let me know.

## To Get Monthly Google Analytics Reports Sent to Your Inbox

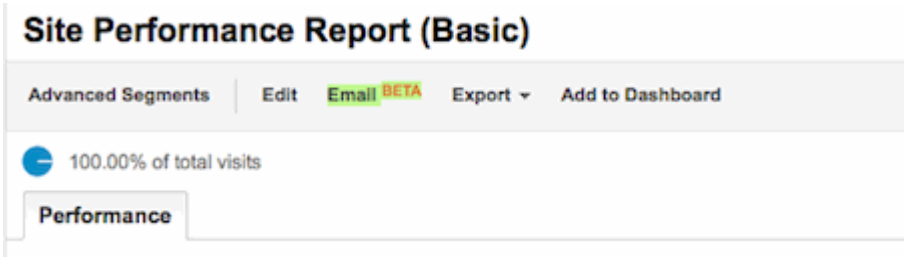
1. Log in to your Google Analytics account. Go to the report you want to email and click on the date range on the top right corner



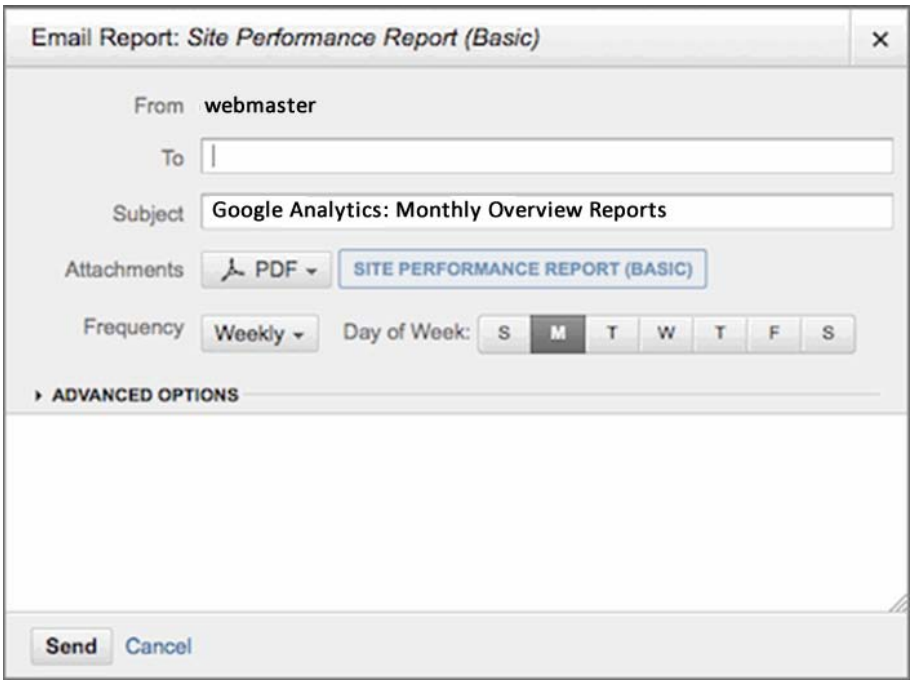

Tick the checkbox labelled **Compare to past** to get a comparison with last month.



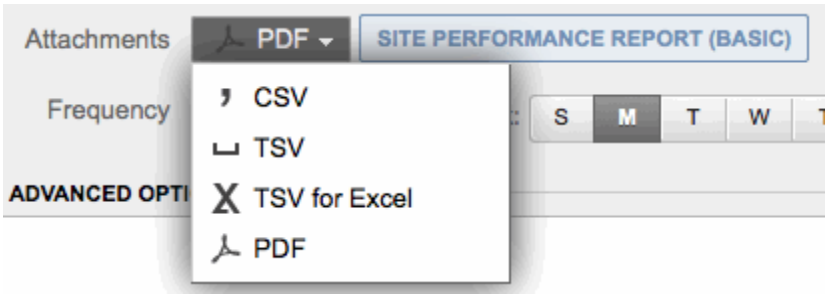

2. Click on Email under the title of your report. (Highlighted in green below)



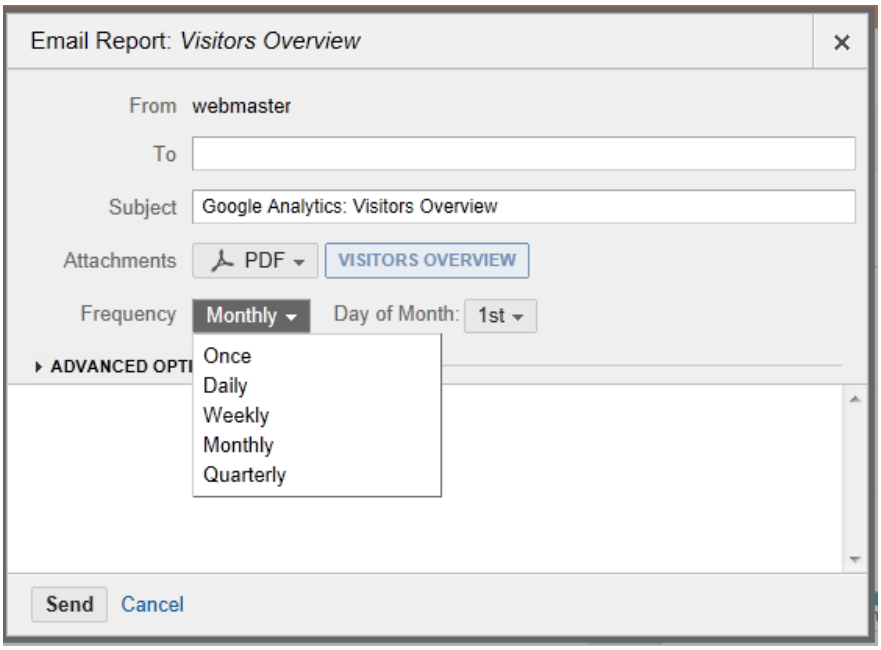
3. In the Email Report box, enter the email address you want the report sent to (multiple email addresses need to be separated by a comma) and, if you want, edit the subject line to **Google Analytics: Monthly Overview Reports** .



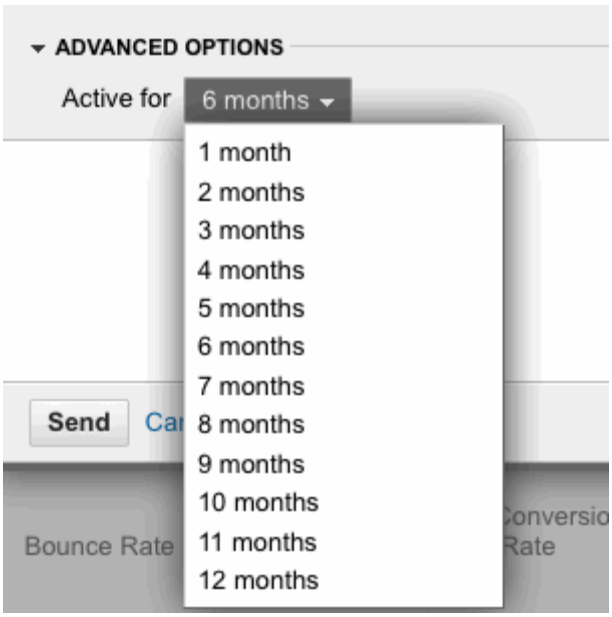

4. Next to Attachments, specify PDF as the file format you'd like the report to be sent in.



5. Set the Frequency (Monthly) and 1st as the Day of Month you'd like the report sent.



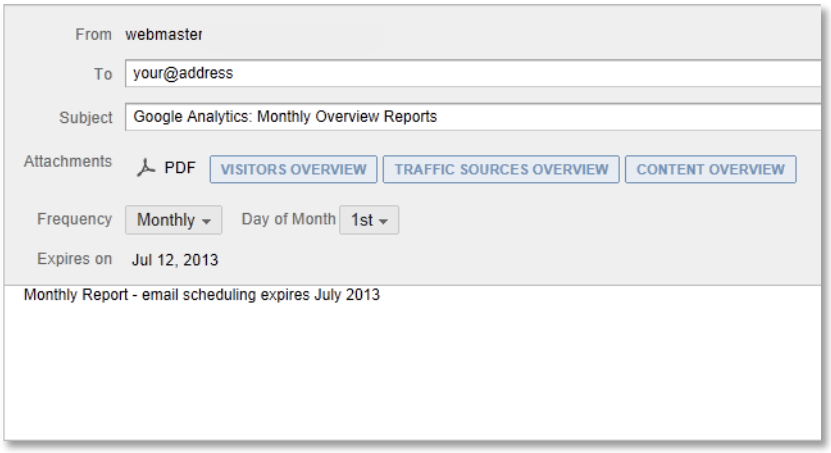

6. Click on Advanced Options to set **Active for =** 12 months.




If you a setting up more than one report choose **Add to an existing email** after step 5

-See **Setting up multiple reports** - at the end of this document

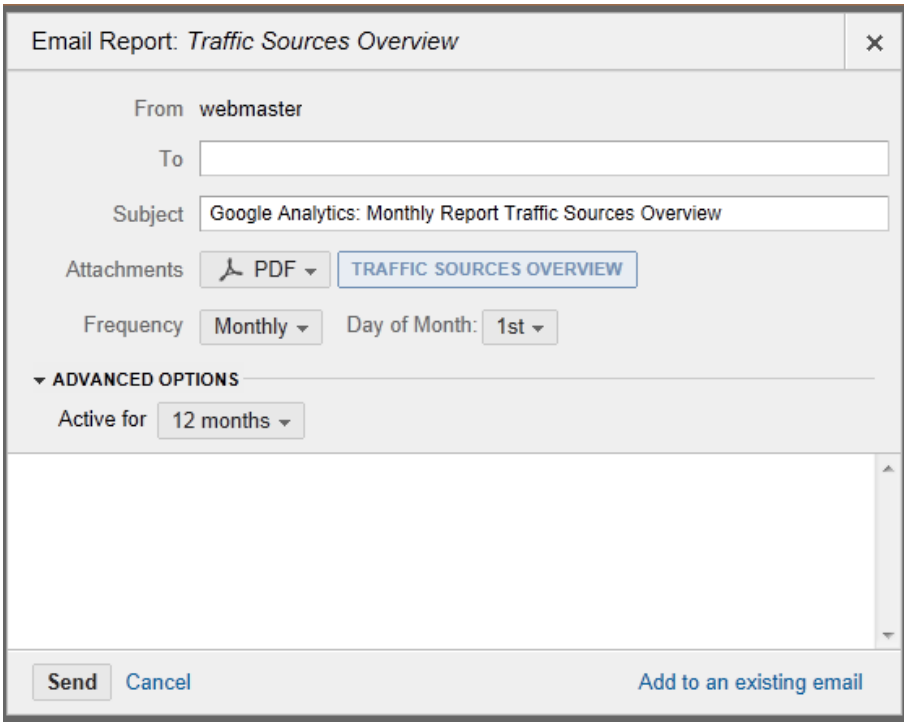
7. Write an email message in the text field. This message will go out with all of the reports.




Click Send

## Setting up multiple reports

If you a setting up more than one report choose Add to an existing email after step 5



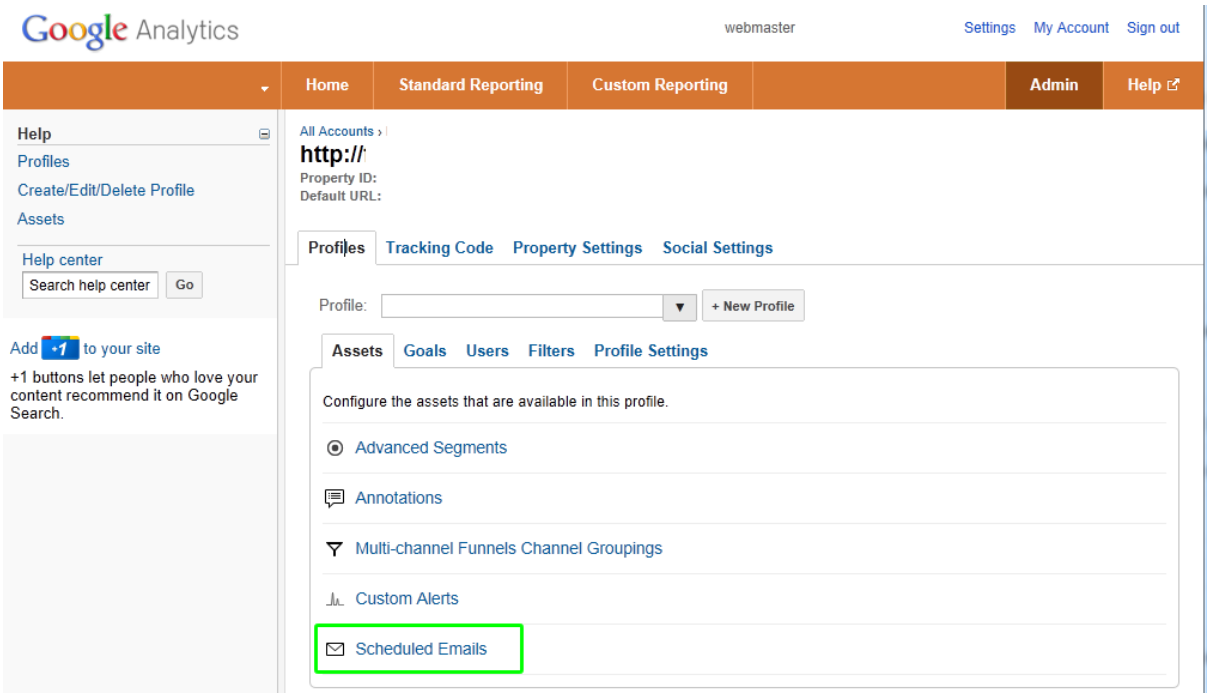

Choose Monthly Emails

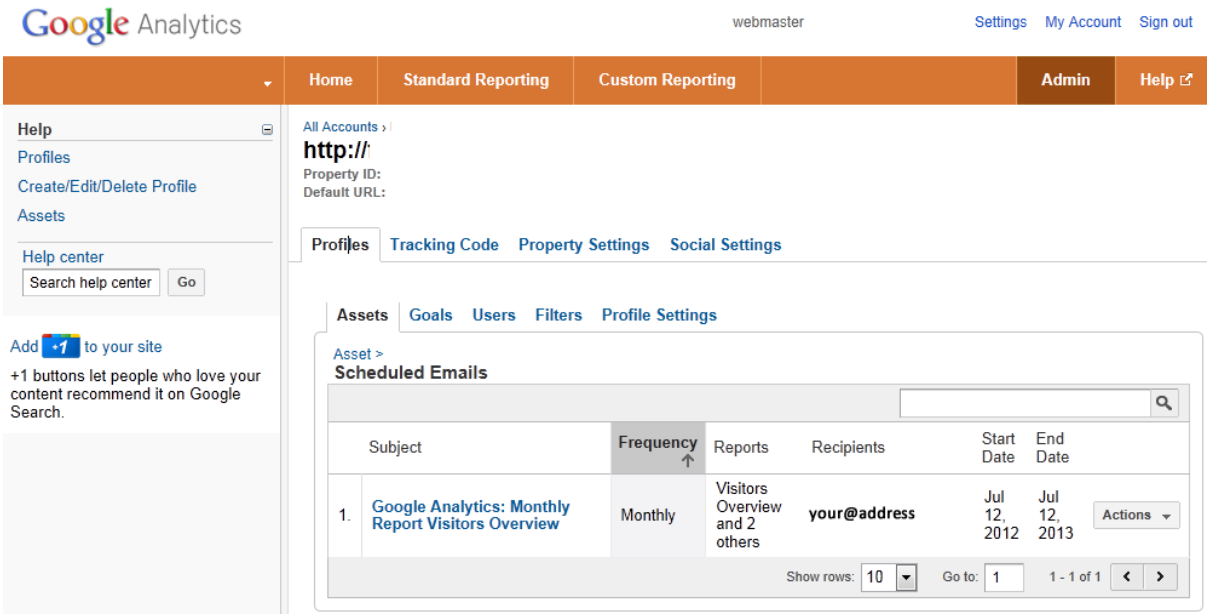
Choose the previously set up report(s)

hit **Save**

## Checking scheduled emails are set up correctly

If you wish to see what emails are schedule click **Admin** in the top right corner the choose **Scheduled Emails** highlighted in green below




The next screen will show all your schedule emails and the option to extend the scheduling when it needs to be renewed - see **actions** button bottom right.