


Unite Education Program v6.5

Job Aid: 5589

Add a Static Segment to Unite with Person Names

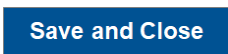
A static segment is a group of people that you have identified for a targeted email campaign. Because the segment is static, the members do not change unless you add or remove a member. If you know the people you want to include, you can add them by name as long as they have an active person record in Unite.

To add a static segment with person names

1. Open a browser and log on to Unite.
2. On the main menu, click JOURNEYS.
3. On the navigation pane, click **Segments**.
4. On the command bar, click  .
5. Click **+New Static Segment**.
6. In the **Name** text box, enter a unique name for the segment.
7. In the **School Id** text box, verify the LSAC school code.



Note

If you are running multiple instances of Unite, there is a school code for a JD instance and a school code for an LLM instance. Make sure you designate the correct code so that Unite pulls people from the correct instance.

8. Specify additional details as required.
9. Click  .

Note

It may take a few minutes for Unite to add the new segment.

10. On the *Members* tab, click  .
11. In the search box, enter the first or last name of the person you want to add to the segment, and then select the person you want to add.
12. Repeat step 11 until you have added everyone you want to the segment.
13. After you add everyone, click  .

Note

If you are ready to use the segment in a customer journey, be sure to check for errors and publish the segment.

14. Click  to close the record.

Related resources

- 5574 - Add a Static Segment to Unite with a Query