

Unite Education Program v6.5

Job Aid: 5744

Open an Email Record


In Unite, each email has a record that contains details to help you manage preferences, design the message, and see analytics. At any time, you can open an email record and see the details.

To open an email record

1. Open a browser and log on to Unite.
2. On the main menu, click JOURNEYS.
3. On the navigation pane, click **Marketing emails**.
4. In the **Name** column, click the email you want to open.

Note

You may need to sort, filter, or search to find the email.

5. Notice the status of the email record.
6. Click  to close the record.

Related resources

- 5506 - About Email Records
- 5592 - Add an Email Record
- 5650 - Design an Email Message