



Marketing Communications Administration

Marketing Communication allows administrators to create and send marketing emails using some of the same features in Email Administration. Templates can be created and re-used to send marketing emails at specific dates and times.

To manage marketing emails and templates, go to [Admin > Tools > Core Functions > Marketing Communications](#).

Permissions

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
Marketing Email Templates - Manage	Grants ability to create and save Marketing Email Templates, which can be reused to send future marketing email messages to users. This is an administrator permission.	Core Administration
Marketing Emails - Manage	Grants ability to create and send ad hoc emails to populations of users based on their assigned org units, groups, or by user name. This is an administrator permission.	Core Administration

Marketing Communications

 [Create New Email](#)

« Previous 1-2 of 2 ▼ Next »




Sent Emails

TITLE	CREATED BY	CREATE DATE	SEND DATE	STATUS	OPTIONS
Marketing Email	Jon Lolley	9/1/2017	9/15/2017	Sent	  
Marketing Email	Jon Lolley	8/10/2017	8/10/2017	Sent	  

 [Create Email Template](#)

« Previous 1-1 of 1 ▼ Next »

Email Templates






TITLE	CREATED BY	CREATE DATE	OPTIONS
Marketing Email Template	Jon Lolley	8/10/2017	  

Create Marketing Email

To create a new marketing email, select the **Create New Email** link. *See [Marketing Email - Create](#).*

Marketing Emails

All existing marketing emails appear in the Marketing Emails table. The following options may be available:

- Copy  - Select this icon to copy an existing email. *See [Marketing Email - Create](#).*
- Export Log  - Select this icon to export the email activity log. The Email log is a basic excel report showing to whom the Email was sent for the last 30 days.
- Edit  - Select this icon to edit an existing email. This option is not available once the email is sent.
- Delete  - Select this icon to remove the existing email. Emails cannot be deleted if they are currently being processed or have already processed.
- Modification History  - Select this icon to view the modification history of the marketing email or template.
 - For each modification, the modification history displays the name of the administrator who modified the email and the date and time at which the email was modified.