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## **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.

## 

PERMISSION NAME	PERMISSION DESCRIPTION	CATEGORY
	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
	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 Commu	unications				
Create New Email				« Previo	ous 1-2 of 2 ▼ Next »
Sent Emails	CDEATED DV	COPLATE DATE	CEND DATE	CTATUC	OPTIONS
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	🗐 💥 🥝
				ous 1-1 of 1 ▼ Next »	
Email Templates					
TITLE		CREATED BY	CREATE DAT	CREATE DATE OPTIONS	
Marketing Email Template		Jon Lolley	8/10/2017		<b>"</b> ii 0

## **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:

- 1. Copy 🗐 Select this icon to copy an existing email. See Marketing Email Create.
- 2. Export Log X- 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.
- 3. Edit Select this icon to edit an existing email. This option is not available once the email is sent.
- 4. Delete 🗓 Select this icon to remove the existing email. Emails cannot be deleted if they are currently being processed or have already processed.
- 5. 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.