Email Preferences

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# Email Preferences

**Functional Description**

This view allows a Contact to update their email preferences.

**Fields**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Email | Text |  |  |
| Snooze Option | Dropdown | Options include:   * 30 days (default) * 60 days * 90 days |  |
| Public Workflow Selection | Checkbox |  |  |
| Public Workflow Name | Text | Public Name associated with workflow containing ‘Send a Campaign’ action AND Contact is currently in the workflow. |  |
| Public Workflow Description | Text | Public Description associated with workflow containing ‘Send a Campaign’ action AND Contact is currently in the workflow. |  |
| Unsubscribe | Checkbox | Unchecked by default  When selected, disable rows for all Public Emails |  |

**Actions or Controls**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Type | Additional Information | Validation |
| Edit Email Address | Link | When selected, change Email text to textbox |  |
| Save Email Address | Button |  |  |

**Navigation Options**

|  |  |  |
| --- | --- | --- |
| Name | Type | Additional Information |
| Update Preferences | Button |  |

**Exceptions**

None

**Notes and Issues**

1. Unsubscribing from a workflow prevents the Contact from receiving any additional emails within the workflow.
2. Unsubscribing from a workflow does not prevent the Contact from entering the workflow again if the Contact resubmits a form.
3. Unsubscribing from a workflow does not prevent the Contact from entering other workflows.

# Updated Email Preferences

**Functional Description**

This view confirms that a Contact updated their email preferences.

**Fields**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Actions or Controls**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Navigation Options**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Exceptions**

None

**Notes and Issues**

1. When a Contact updates their preferences via ‘[Email Preferences](#_Email_Preferences)’ but they do not unsubscribe, then return this message:
   1. [checkmark icon] Your preferences have been saved.

# Unsubscribed

**Functional Description**

This view confirms that a Contact unsubscribed.

**Fields**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Actions or Controls**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Navigation Options**

Same as ‘[Email Preferences](#_Email_Preferences)’

**Exceptions**

None

**Notes and Issues**

1. When a Contact updates their preferences via ‘[Email Preferences](#_Email_Preferences)’ and they unsubscribe, then return this message:
   1. [checkmark icon] Your preferences have been saved.
   2. We're sorry to see you go, but we understand that preferences change.