

Unite Education Program v6.2

Job Aid: 5375

## See a Sent Email Message

On each person record, you can see a list of email messages that have been sent to the person. If you want to see an actual email that was sent, you can view an email on the person's contact record.

### To see a sent email message

1. Open a browser and log on to Unite.
2. On the main menu, click JOURNEYS.
3. On the navigation pane, click **Contacts**.
4. Verify you are on the *Active Contacts* view.
5. Click the name of the email recipient.


#### Note

To quickly find a person, you can sort and filter the grid or use the search feature.

6. Verify you are on the *Summary* tab.


#### Note

Do not make updates to a person's contact record. If you see edits that need to be made, update the person record in the PEOPLE area of Unite.

7. In the *Timeline* section, hover over the email you want to view, and then click  .

**Note**

If you do not see an email activity in the *Timeline* section, the person has not received any emails sent through Unite.

8. View the email.
9. Click  to close the contact record and return to the *Contacts* grid.