

Unite Education Program v9.0

Job Aid: 5655

## Set the Publish Status for an Email Record

Each active email record has a publish status to help manage emails that are used in customer journeys. The default publish status for all email records is **Draft**. You can send emails that are in **Draft** status manually from Unite. If you want to use an email record in a customer journey, you must set the publish status to **Live**. If you want to unpublish an email record so that Unite does not send the email message in a customer journey, you can set the publish status to **Stopped**. The steps to set the publish status differ depending on whether you want to publish or unpublish the email record.

### To publish 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 name of the email record you want to modify.

#### Note

You may need to sort, filter, or search to find the record you want to open.

#### Note

The **Status reason** column shows the publish status for the email record. You can publish email records that have the **Draft** or **Stopped** publish status.

5. Perform content and accessibility checks as needed.

6. On the command bar, click  .

#### Note

It may take several seconds for Unite to publish the email record. Once complete, the **Status reason** changes to **Live**.

7. On the command bar, click  to close the record.

### To unpublish 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 name of the email record.

#### Note

You may need to sort, filter, or search to find the record you want to open.

#### Note

If you stop an email, users are not able to select the existing record when manually sending an email from Unite.

5. On the command bar, click  .

#### Note

It may take several seconds for Unite to unpublish the email record. Once complete, the **Status reason** changes to **Stopped**.

6. On the command bar, click  to close the record.

### **Related resources**

- [5421 - About Email Statuses](#)
- [5186 - Send an Email Message](#)
- [5593 - Add a Customer Journey to Unite](#)