

Manage a Campaign

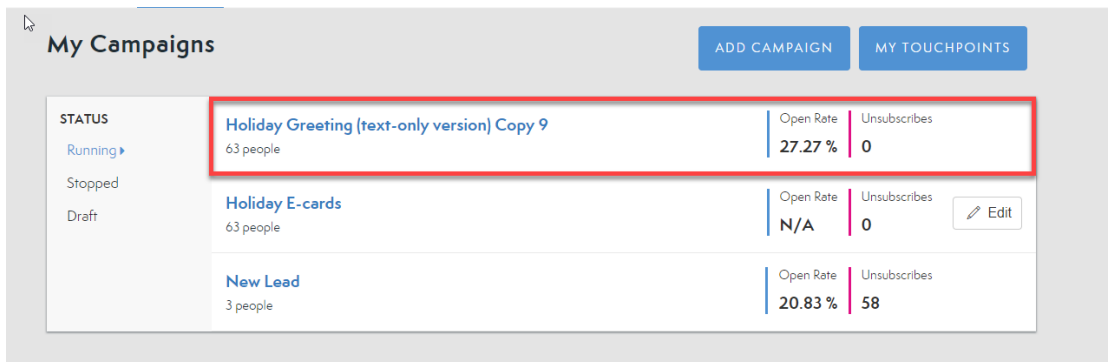
Once you have created a campaign, you may want to edit the people in it, or see what is coming up next! You can manage the campaigns you have set up!

Manage a Campaign

1. From your Engage Dashboard select **Campaigns** in the sub-navigation.



2. From your Campaigns Dashboard, find the campaign you would like to manage!



3. To add more people to your campaign, select the **Add People** button on the right side.

Campaign Summary

People **3**
 Unsubscribes **0**

Open Rate **0 %**

Add People

Stop Campaign

4. To remove anyone from your Campaign, click on **People** and select the “x” next to their name.

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Holiday Greeting (text-only version) Copy 9 Edit

Follow-up with new leads right away

Schedule **People**

Name	Date Added	
Paul Duncan Step 1 of 1	Added on 9/23/2019	x
Emi Fischer Step 1 of 1	Added on 9/23/2019	x
Yolanda Gaines Step 1 of 1	Added on 9/23/2019	x
Marsden Gill Step 1 of 1	Added on 9/23/2019	x
Rana Gregory Step 1 of 1	Added on 9/23/2019	x

Campaign Summary

People **62**
 Unsubscribes **1**

Open Rate **27.27 %**

Add People

Stop Campaign

5. To see the schedule of the upcoming emails, select **Schedule**.

Schedule People

- Happy Valentine's Day (E-card)** Preview
 Scheduled for Feb 13, 2019

Open Rate	Unsubscribes
N/A	0
- St. Patrick's Day (E-Card)** Preview
 Scheduled for Mar 17, 2019

Open Rate	Unsubscribes
N/A	0
- Tax Season (E-Card)** Preview
 Scheduled for Apr 1, 2019

Open Rate	Unsubscribes
N/A	0

6. To stop the campaign preventing any further emails from sending out, select **Stop Campaign**.

The image shows a 'Campaign Summary' interface. It features three data points: 'People' with a value of 3, 'Unsubscribes' with a value of 0, and 'Open Rate' with a value of 0%. Below these metrics are two buttons: 'Add People' and 'Stop Campaign'. The 'Stop Campaign' button is highlighted with a red rectangular border.

Metric	Value
People	3
Unsubscribes	0
Open Rate	0%

Buttons: Add People, Stop Campaign