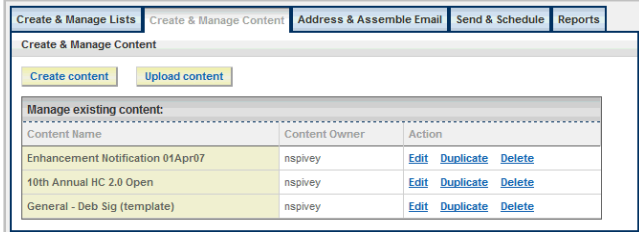


## Edit, duplicate, and delete content

Administrators with the proper access permission can edit, duplicate, and delete content.

### How to edit content:

1. Login to the Harris Tool.
2. Click the **Email Marketing** link in the left navigation bar.
3. The **Create & Manage Lists** page will display. Click the **Create & Manage Content** tab. The **Create & Manage Content** page will display.
4. Click the **Edit** link next to the appropriate content. *See figure 1.* The **Edit email content** page will display with the content name displayed.
5. Make all necessary modifications to the content.
6. Click **Save content** or **Cancel** to abort. The **Create & Manage Content** page will display.



Content Name	Content Owner	Action
Enhancement Notification 01Apr07	nsplvey	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>
10th Annual HC 2.0 Open	nsplvey	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>
General - Deb Sig (template)	nsplvey	<a href="#">Edit</a> <a href="#">Duplicate</a> <a href="#">Delete</a>

Figure 1

### How to duplicate content:

1. Login to the Harris Tool.
2. Click the **Email Marketing** link in the left navigation bar. The **Create & Manage Lists** page will display.
3. Click the **Create & Manage Content** tab. The **Create & Manage Content** page will display.
4. Click the **Duplicate** link next to the appropriate content. *See figure 1.* The **Edit email content** page will display with the content name displayed as *Copy of <Original Content Name Here>*.
5. Modify the **Content Name**.
6. Make all necessary modifications to the content.
7. Click **Save content** or **Cancel** to abort. The **Create & Manage Content** page will display with the newly saved content.

### How to delete content:

1. Login to the Harris Tool.
2. Click the **Email Marketing** link in the left navigation bar. The **Create & Manage Lists** page will display.
3. Click the **Create & Manage Content** tab. The **Create & Manage Content** page will display.
4. Click the **Delete** link next to the appropriate content. *See figure 1.*

### **IMPORTANT!**

***Deleting content associated to a scheduled email will cause an error, and prevent the email from going out.***