

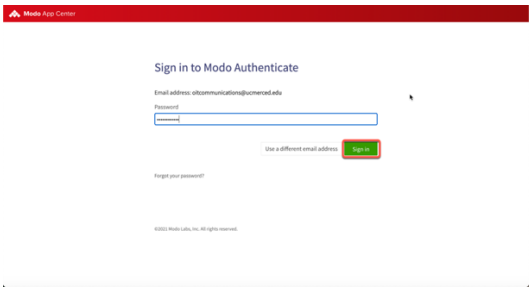
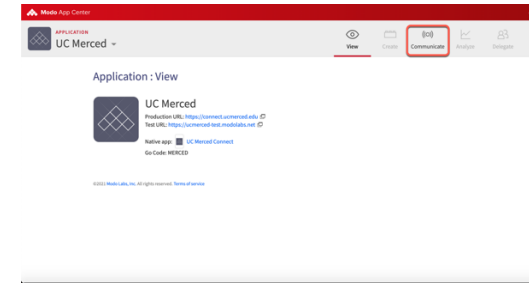
APPROVING AN OPT-IN MESSAGE IN THE CONNECT PRODUCTION ENVIRONMENT

Purpose of this document: This document walks Connect Opt-In Channel approvers through the process of approving an opt-in message in the UC Merced Connect production environment.

What you'll need:

- Your Modob account credentials
- A Connect Opt-In message in your channel that is awaiting approval

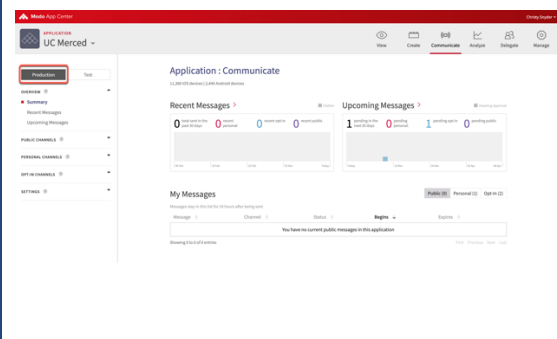
If the steps of this article don't work for you, please scroll to the bottom of this document for information on how to get more personalized help.

Steps	Images
<h3>Getting Started</h3> <ol style="list-style-type: none"> 1. Go to https://www.modolabs.net/applications/ucmerced/dashboard and sign in using your Modob credentials. 	
<ol style="list-style-type: none"> 2. Click “Communicate” at the top of the page. 	

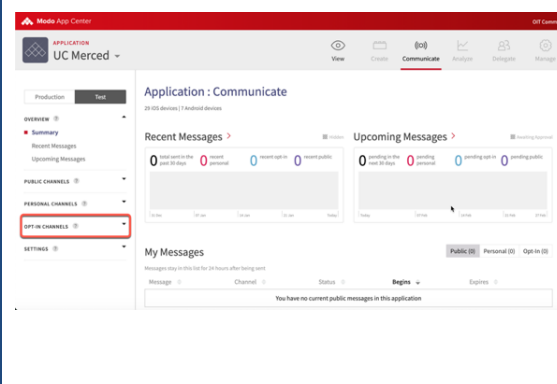
Steps

3. Click **“Production”** on the left-hand side of the page.

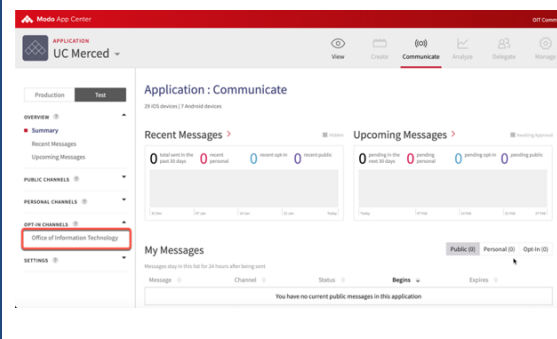
Images



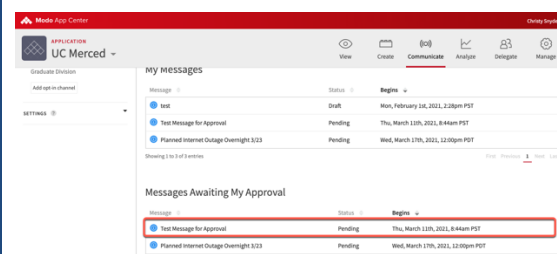
4. Click **“OPT-IN CHANNELS.”**



5. Click to select your channel from the drop down menu.



6. Scroll down and find the **“Messages Awaiting My Approval”** section. Click on the message you want to review and approve.



7.

Steps

Review the message details.

If you want to approve the message, click **“Approve.”**

If you want to reject the message and send it back to the message editor for further editing, click **“Reject.”**

8. A pop-up confirmation window will appear. Click **“Approve”** or **“Reject”** as appropriate to confirm your choice.

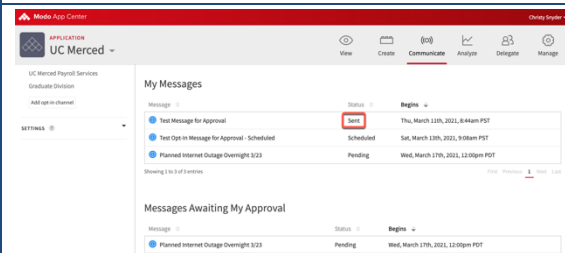
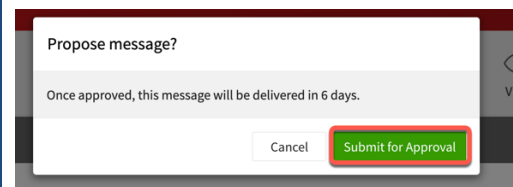
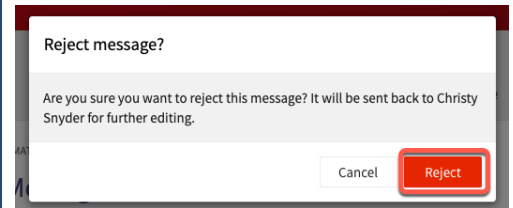
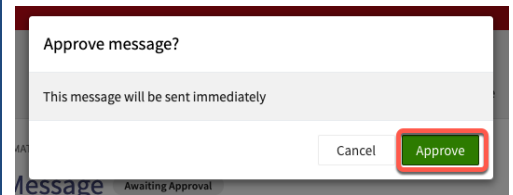
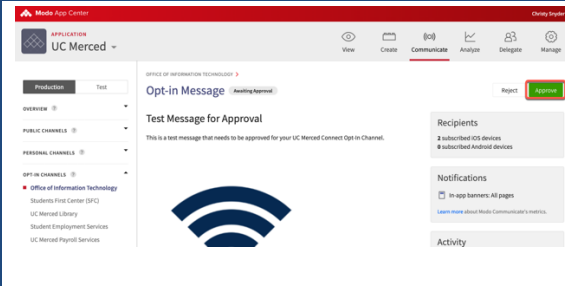
9. Click **“OPT-IN CHANNELS”** in the left-hand menu to review the full list of messages in the channel again.

10. Scroll down to find the **“My Messages”** section. Depending on the timing of your message, the message you just approved will say **“Sent”** or **“Scheduled.”**

11. A few more notes about handing messages in your Opt-In Channel:

a) If you have more messages waiting for your approval, they will appear in the **“Messages Awaiting My Approval”** section. Repeat steps 7-8 to review and approve or reject more messages

Images



Steps	Images
<p>as appropriate.</p> <p>b) If you approve a message in error, click on it in the “My Messages” section.</p> <p>If the message is approved to send at a future time, you can click “Revoke” to return the message to draft format in the original editor’s queue.</p> <p>If the message has already sent to your Opt-In audience, you can click “Hide” to hide the message from all Connect users. (You can do this at any time while the message is live in the platform.)</p>	

Congratulations! You have just approved an opt-in message in Connect Communicate.

Tell us how we’re doing! Be sure to rate this article at the top of the page so that we can better understand your experience and continue to improve our user materials.