# Overview

You can access the message overview page in two ways:

- Clicking on the message subject
- Selecting *Overview* from the actions menu (available also on the message preview window).

This is also the page that you are taken to when you edit and save a message.

Clicking on the pencil icon, in the first box, you will be able to edit **Subject**, **Notes**, and **Preheader** for the message.



The other boxes allow to **add or remove tags**, start a **collaboration** project or access it, if already existing, add **attachments** (if included in your subscription), and edit **advanced settings** (dynamic fields, link tracking, Analytics tracking code etc.). Finally, you can go to the message checkup phase by clicking on "CHECKUP" at the top right, or you can make a quick send or send to recipients using the buttons at the bottom right.

Below the message thumbnail there is a drop-down menu that provides access to a number of message editing features:
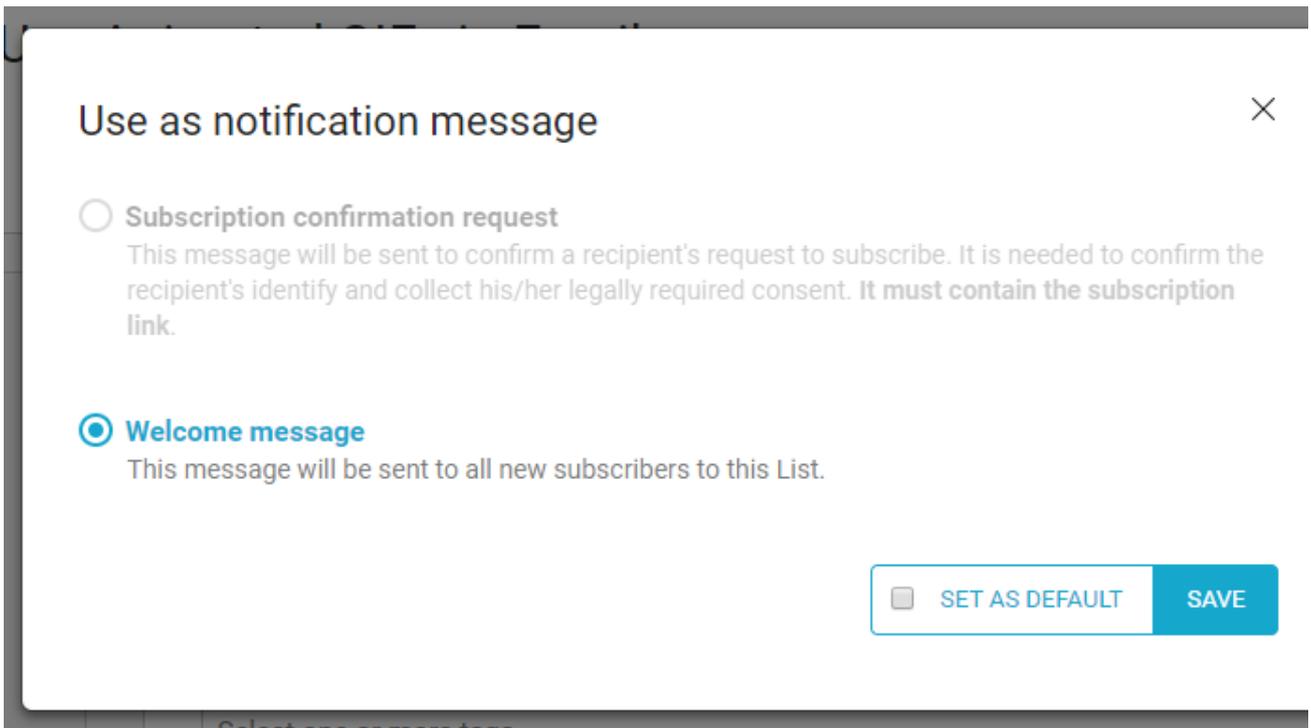
- Edit message
- Edit header/footer
- Create a copy
- Create an HTML copy (*only if the message was created with BEE*)
- Set as notification message
- Create landing page (*only if the message was created with BEE*)

By clicking on "Create landing page", a landing page will be created, identical to the email.

Removing special links and dynamic content

⚠️ After you have created a landing page from a BEE message, remember to edit it and delete email-channel related special links (discard, profile manager, web version ...), plus any dynamic content.

If you select "Set as notification message", you can mark the message as a Subscription confirmation request or a Welcome email, and set it as the list default, if you wish so. Please note that, in order to use it as Subscription confirmation request, a message must contain the subscription link, otherwise this selection will be disabled, as in the example below.

## Use as notification message

○ **Subscription confirmation request**
This message will be sent to confirm a recipient's request to subscribe. It is needed to confirm the recipient's identify and collect his/her legally required consent. **It must contain the subscription link.**

◉ **Welcome message**
This message will be sent to all new subscribers to this List.

☐ SET AS DEFAULT    SAVE

Finally, place the pointer on the preview image and select "Open preview" to have a preview of the message.
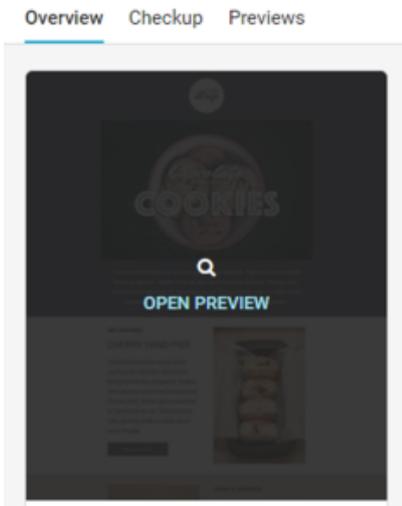


In all cases when the message contains personalized content, the platform will allow generating a preview based on email address - typing the email - to apply a filter or randomly pick a recipient in a group.

**Sample recipient**  To be defined

| 🖥 Desktop | ⬚ All previews |
|---|---|

## Select a recipient
To activate the preview, you must first select a sample recipient.

EMAIL  ⌃

| Enter an email | APPLY |

FILTER  ⌄

GROUP  ⌄