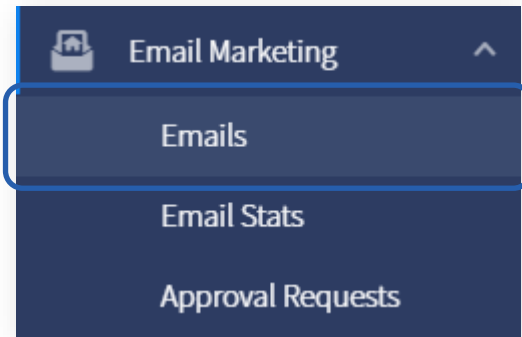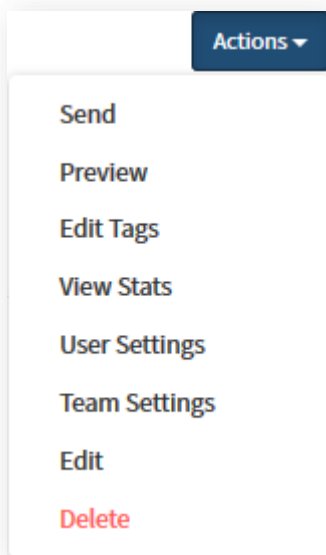# Total Expert Now: Publish an Email

Prepare the Email to Publish

1. Log in to Total Expert Now.

2. Navigate to **Email Marketing → Emails**.

3. For an existing email, select **Actions → Edit**.

4. Complete any necessary content, formatting, and settings for the email.

5. Use the **Desktop**, **Tablet**, and **Mobile** buttons in the header to get a sense of what your template will look like on various screen types.
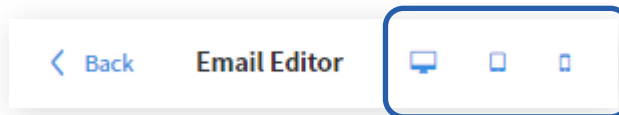
6. Click the **Preview** button in the header to open a pop-up window showing the email, including values for any known text placeholder variables.

   a. In the Preview button drop-down menu, select **Send preview to me** to deliver a copy of the current state of the template to your inbox.

6. Click the **Save** button in the header.
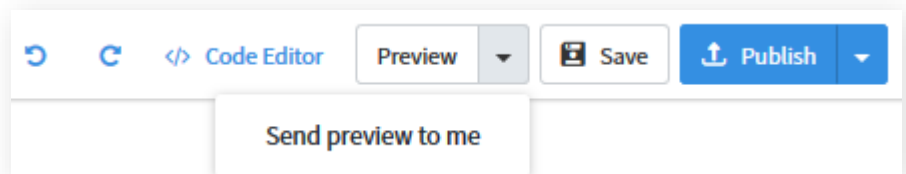
The next steps depends whether you are publishing as an asset or as a template.

## Publish as an Asset

1. Click the **Publish** button in the header.
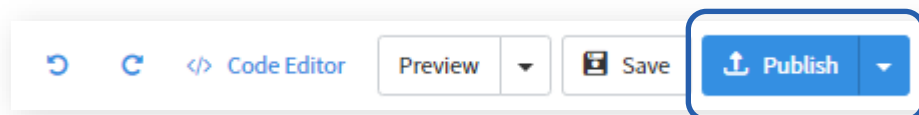
2. A confirmation message appears near the top of the page. The email is now available as an asset in the list at **Email Marketing → Emails** for any users granted access to it.

3. The button is now labelled Unpublish Asset. Click the **Unpublish Asset** button to remove access.
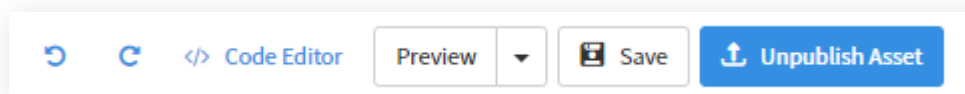
Publish as a Template

1. Click the drop-down arrow next to the Publish button and select **Publish Template.**
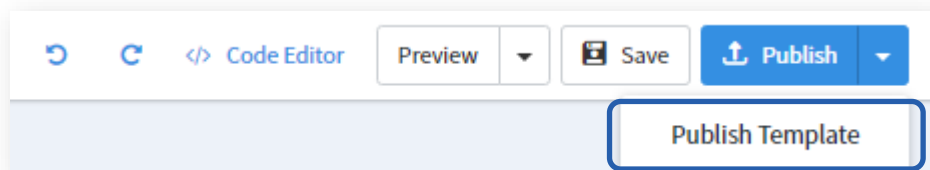
2. A confirmation message appears near the top of the page. The email is now available in the Template Gallery on the Organization Content tab.

3. The button is now labelled Unpublish Template. Click the **Unpublish Template** button to remove the template from the Template Gallery.