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# Creating Sender Profiles, Delivery Profiles and Send Classifications



April 4, 2024 by jennifer.mortensen [2]

Learn how to create sender profiles, delivery profiles and send classifications in Marketing Cloud so that communications contain the correct from information, email footer and commercial vs. transactional distinction (CAN-SPAM Classification).

As of May 2024 | Updating Sender Profiles to Match SAP for Compliance Updating Sender Profiles to match SAP for compliance [3] must occur for all Sender Profiles (previous and new) as to not impact email delivery.

## Note

Only eComm Specialists can create and modify Sender Profiles, Delivery Profiles, and Send Classifications in Marketing Cloud. If you need this information added to your account, contact your <u>eComm Specialist</u> [4].

**IMPORTANT** Overriding Delivery Profiles (rather than using Send Classifications) can have unintended CAN-SPAM implications - such as folks not receiving transactional emails when they should. Send Classifications must be created by the eComm specialist and used by the sender to ensure the CAN-SPAM classification is accurate.

## Sender Profile | From Information

**IMPORTANT** If you are in a shared Business Unit. Follow the existing naming convention by preceding the Sender Profile Name with your unit's abbreviation in all caps.

A Sender Profile specifies the information that is displayed in the recipient's inbox and drives where a message will be sent if they click 'reply'. The sender profile is made up of three different items. In this example, we will use CU Connections, a weekly newsletter distributed to CU employees.

- Sender Profile | CU Connections <connections@cu.edu [5]>
  - From Name | CU Connections

- From Email | connections@com.cu.edu [6]
- **Reply Email** | connections@cu.edu [5]
  - This could be the same or different than the 'from email'

1. To begin creating a new sender profile (or to modify an existing one), navigate to the appropriate **Business Unit**, enter **Email Studio**, and then click **Admin** - **Sender Profiles**.

2. Click **New** to create a new sender profile, or click the name of an existing profile to modify it.

3. Configure your sender profile as follows:

## Properties

- Enter a sender profile **name with the email address included** to make distinguishing between similar names easier for your users (example: CU Connections ( <u>connections@cu.edu</u> [5]).
- Enter a sender profile description (example: Send from UCCS College of Business).

# Properties

# Name (required)

CU Connections (connections@cu.edu)

# **External Key**

5064

# Description

**CU** Connections

## Sender Information

- Select "Use the specified information"
  - Enter a From Name (example: CU Connections)
  - Enter a From Email with the SAP Domain (see blue box below for varying details for each campus). This means you should use the desired From Email up until the @ symbol and after the @ symbol, use the SAP domain.

## SAP Domains Are Determined by the Business Unit

The SAP Domain used is determined by the Business Unit sending. For example, if you're sending from an Anschutz Business Unit but the reply email is an @ucdenver email, use the Anschutz SAP. Failure to do so will prevent the From Email from being

'Verified'. See the next red box for details.

Advancement, System & Boulder SAP: **com.cu.edu** Anschutz SAP: **com.cuanschutz.edu** Denver SAP: **com.ucdenver.edu** UCCS SAP: **com.uccs.edu** 

der (required		
hoose from lis	t	
CU System	University Communications <contact@cu.edu></contact@cu.edu>	~
Chang	ng your 'from address' to include a domain (@domain) wit	thout authentio
Domaii yourdo	Keys leads to improved deliverability, reputation and bran main.com) you set up during this process. If you have que	nd protection. stions, please
Domaii yourdo From Name:	Keys leads to improved deliverability, reputation and bran main.com) you set up during this process. If you have que CU Connections	nd protection. estions, please

**NOTE** You'll notice in the screenshot above that next to the **From Email** text box, there is a button that reads **Verified**. This means the email address you entered is a sendable profile because it is already part of one of CU's verified sending domains: **com.cu.edu**, **com.colorado.edu**, **com.ucdenver.edu**, **com.cuanschutz.edu**, or **com.uccs.edu**. If you are creating a sender profile for a non-CU domain, read these instructions to verify your sender profile.

#### **Custom Reply Mail Management Settings**

- Select "Use custom settings below"
- Select "use specified information"
  - Enter a **Name** (required) (Example: CU Connections)
  - Enter an Address (required) (Example: <u>connections@cu.edu</u> [5])

# Custom Reply Mail Management Settings

Use custom settings below

Use direct forwards

Forward to:

Choose from list:

CU System University Relations <contact@cu.edu>

Use specified information

Name (required) CU Connections

Address (required) connections@cu.edu

Forward using triggered send

Triggered send to forward: No triggered sends available \$

Use Auto Reply

Reply using triggered send

Triggered send to auto reply with: No

No triggered sends ava

4. Click Save.

## **Delivery Profile | Footer**

Marketing Cloud delivery profiles specify if the communication is Commercial or Transactional. When creating a delivery profile it's essential to identify an IP address, header, and footer for compliance with CAN-SPAM.

To create a Delivery Profile, complete the following steps:

1. In Marketing Cloud, navigate to **Email Studio** >> **Admin** >> **Delivery Profiles**, and click **Create**.

2. Under **Properties**, type the name and description of your delivery profile. The external ID will populate automatically upon saving the profile.

l Properties			
Name (required)			
CU Connections			
External Key			
3732			
Description			
CU Connections			

#### 3. Under Delivery Information:

- Make the following selections if you are sending TRANSACTIONALLY:
  - Set IP Address to Account Default
  - Set Header to Account Default
  - Set Footer to None

Delivery Information

IP Address Account Default Private
Header None Account Default Library Content
None     Account Default

- Account Default
- Make the following selections if you are sending COMMERCIALLY:
  - Set IP Address to Account Default

- Set Header to Account Default
- Set Footer to Account Default

Delivery Information
IP Address
Account Default
<ul> <li>Private</li> <li>V</li> </ul>
Header
○ None
Account Default
Library Content
Footer
○ None
Account Default
○ Library Content

4. Click Save.

# Send Classification | Sender Information, Footer & CAN-SPAM Classification

**IMPORTANT** If you are in a shared Business Unit. Follow the existing naming convention by preceding the Send Classification Name with your unit's abbreviation in all caps.

A send classification is a CAN-SPAM classification plus the combination of a sender profile [7] and a delivery profile [1].

To create a send classification in Marketing Cloud, complete the following steps:

1. In Marketing Cloud, navigate to **Email Studio** >> **Admin** >> **Send Classifications**, and click **Create**.

2. Under **Properties**, type a send classification **name** and a **description**. The external ID will automatically populate when you save the send classification.

Properties			
Name (required)			
CU Connections			
External Key			
3097			
Description			
CU Connections			

3. Under About CAN-SPAM Classification, select either COMMERCIAL for emails that will

use the CU FOOTER FOR ALL EMAILS or **TRANSACTIONAL** for those that will not offer an option to unsubscribe.

About CAN-SPAM Classification

#### CAN-SPAM Classification

Commercial 🔶

'Commercial' and 'Transactional' have legal meanings under the U.S. Federal CAN-SPAM Act. A Commercial email message, is 'any ele commercial product or service.' Commercial messages must include a mechanism to unsubscribe, the physical mailing address of the s presence of an unsubscribe link.

Transactional messages, per CAN-SPAM, are primarily emails that 'facilitate, complete, or confirm a commercial transaction that the rec per CAN-SPAM, the subject line must be transactional in nature and non-promotional. Also, the email body must present the 'transaction presence of an unsubscribe. If you are unsure of classification, we recommend you check 'commercial' and provide an unsubscribe link.

**IMPORTANT** Overriding Delivery Profiles can have unintended CAN-SPAM implications such as folks not getting transactional emails when they should. Send Classifications must be created by the eComm specialist and used by the sender to ensure the CAN-SPAM classification is accurate.

4. Under **Sender Information**, select the sender profile and the delivery profile that should be automatically associated with this send classification.

Sender Information
Sender Profile (required)
CU Connections (connections@cu.edu)

Delivery Profile (required)
CU FOOTER FOR ALL EMAILS

5. Under Send Priority, select Normal.

Send Priority

Send Priority (required)
Normal

6. Click Save.

### **Related Content**

- Bulk Sender Compliance [8]
- Sender Profiles, Delivery Profiles and Send Classifications [9] (for Users)
- Updating Sender Profiles to Match SAP for Compliance [3] (for eComm specialists)

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#### <u>classifications</u>

#### Links

[1] https://www.cu.edu/blog/ecomm-wiki/creating-sender-profiles-delivery-profiles-and-send-classifications [2] https://www.cu.edu/blog/ecomm-wiki/author/13789 [3] https://www.cu.edu/blog/ecomm-wiki/updatingsender-profiles-match-sap-compliance [4] https://www.cu.edu/ecomm/strategy/leadership

[5] mailto:connections@cu.edu [6] mailto:connections@com.cu.edu [7] https://www.cu.edu/node/168840
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