

In Ascent360's Email Design Library, there are nine **email design statuses** based on how the emails are being sent.

1. **Draft:** A new or unpublished design that has never been sent.
2. **Completed:** An email that was once Recurring but the configured End Date has passed. This email is no longer being sent.
3. **Paused:** A recurring email that has been manually paused. The design itself can be edited, but the sending configuration cannot be edited.
4. **Recurring:** A design with an active schedule occurring on a daily, weekly, monthly, or yearly cadence.
5. **Scheduled:** An email that is scheduled to be sent in the future. Scheduled emails can transition to Sent or Recurring based on the recurrence configuration.
6. **Sending:** An email that is actively sending. Ascent360 batches email sends, so depending on the size of the recipient list, an email may be in the Sending status for up to two hours. Once the send is complete, it will either transition to Sent or Recurring based on the recurrence configuration.
7. **Sent:** An email sent one time.
8. **List Send:** An email sent as part of the List Send process. See [Send to a List](#)
9. **Triggered:** An email assigned as a confirmation email for a form or an email that is triggered via Webhook. See [Trigger Emails via Webhook](#)