

## How do I cancel a scheduled email?

Michael C. - 2022-01-06 - Communication

Sometimes, you may need to cancel a scheduled email. For example, if a club event is cancelled, you can prevent the scheduled reminder emails from being sent out.

1. You can cancel a scheduled email using the **Club Communication** page. To access this page, you must first log in to your website.
2. Once you have logged in, click on the **Communication** tab and then the **Email Services** link just below.
3. You are now on the **Club Communication** page, where you can view a list of your emails. You can identify a scheduled email by looking at the information under the **Status** column on the left side of the list.

### Club Communication

To modify or resend a message to the same recipients, click the Resend option. Use the Copy option to copy the email with the selected recipients.

Show All Emails

Show My Emails Only

Active Emails

Compose new message

Filter records:

Status	Subject	Owner	Actions
<input type="checkbox"/> Draft		Kevin Cruz	<div></div>
<input type="checkbox"/> Scheduled for Jan 08, 2022 at 4:44 PM by Kevin Cruz	Spring Fling Garage Sale	Kevin Cruz	<div></div>
<input type="checkbox"/> Sent on Feb 03, 2021 at 3:26 PM	New Member Welcome	Kevin Cruz	<div></div>

Check All

Remove Selected

Showing all 3 records

4. To cancel the scheduled email, click the **Cancel** link under the **Actions** column.

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View

Stats

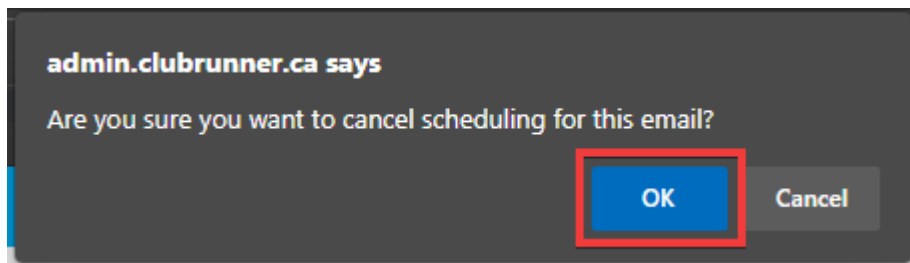
Resend

Make a Copy

Cancel

Delete

5. You will be asked to confirm your cancellation by a pop up window. Click **OK** to confirm, or **Cancel** to restore the scheduled email.



6. The email is now listed as a **Draft** message. You may delete this email, or open it to reschedule delivery or edit the contents.

✓ Email scheduling was cancelled successfully.

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