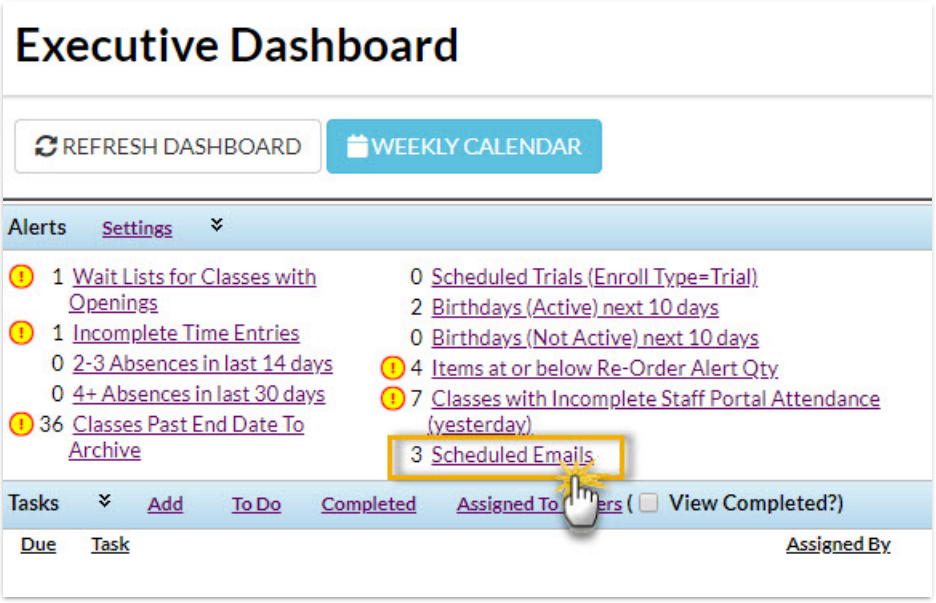
Preview, Edit, or Cancel a Scheduled Email

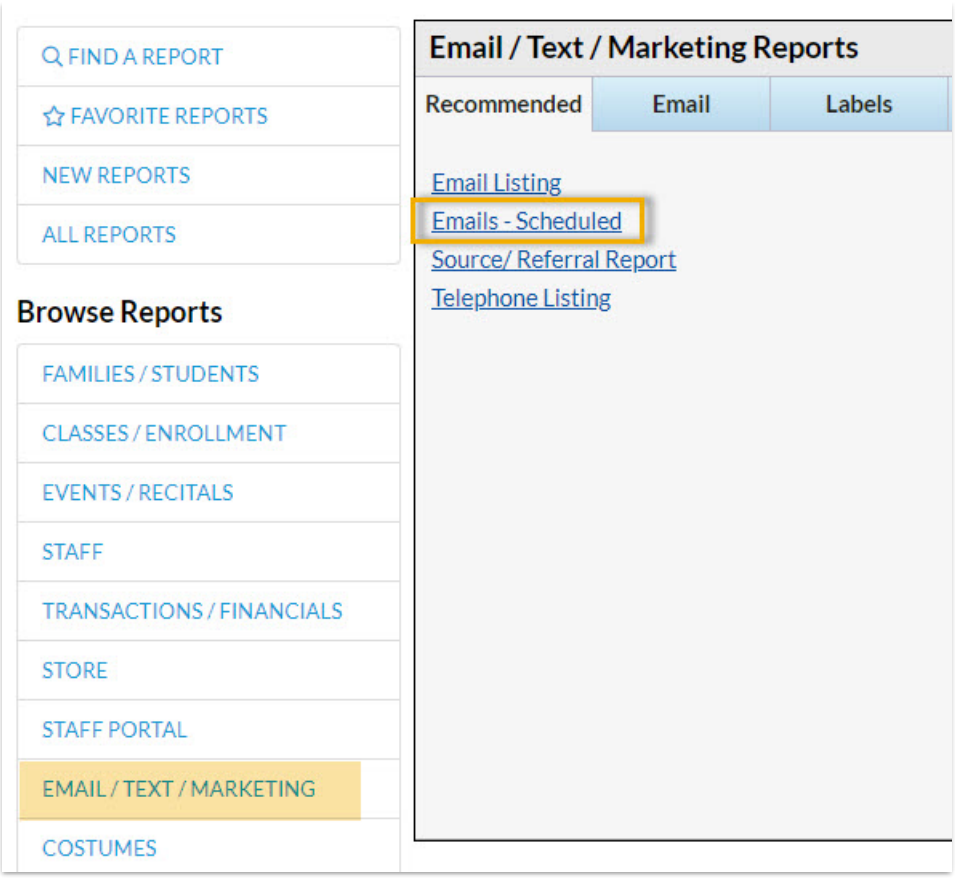
Last Modified on 11/03/2020 12:32 am EST

The **Scheduled Emails report** includes icons that allow you to edit the email content, preview the list of recipients, reschedule the email and delete the email.

A *Scheduled Emails* alert on the Executive Dashboard keeps you notified of pending scheduled emails and provides a link to the Scheduled Emails report.



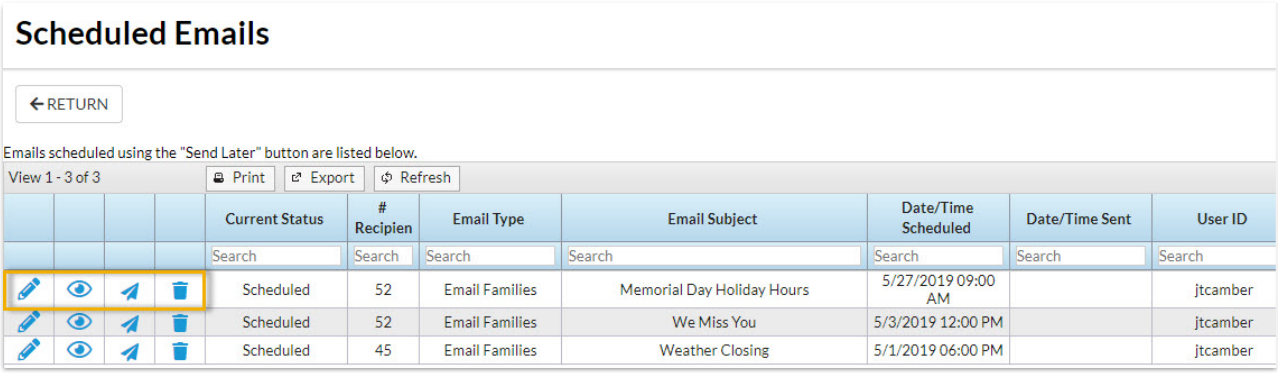
You can also get to the Scheduled Emails report from the*Reports* menu select *Email / Text / Marketing*.





The User ID permission "Emails - Scheduled" (in the Reports category of permissions) controls a User's access to scheduled emails. Edit a User's permissions from Tools > Edit Settings > User IDs.

The Scheduled Emails report lists all emails scheduled using the*Send Later* button. The current status of the email (*Scheduled* or *Complete*) is displayed along with the number of recipients, the type of email (where in Jackrabbit it was created), the email subject, date/time information, and the User ID of the person who created the email.



Use the icons to work with the scheduled email.



Use the **Pencil icon** to open the email editor where you can edit the content of the email.



The **Eye icon** opens the *Preview Scheduled Email* page where you are able to remove recipients (or add back previously removed recipients). Once the email has been sent (status = *Completed*) the eye icon opens a view of the sent email.



Click the **Send icon** to open the *Send Email* window where you can reschedule the date and time or choose to Send Now.



Use the **Trash Can** icon to stop the email from being sent at the scheduled date/time and delete the email's contents.



*While you can't add any**new** recipients to a scheduled email, you can remove recipients that are scheduled to receive the email or add back recipients that you removed in a previous edit to the recipients of the scheduled email.*