

Scheduled Emails Report

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The Scheduled Emails report includes icons that allow you to edit the email content, preview the list of recipients, change the scheduled date/time and delete scheduled emails. This report can be accessed from the *Scheduled Emails* alert on the *Executive Dashboard* or in the *Email / Text / Marketing* section of the *Reports* menu.

For more information on scheduling emails see our Help Article [Schedule an Email - Send Later](#).
