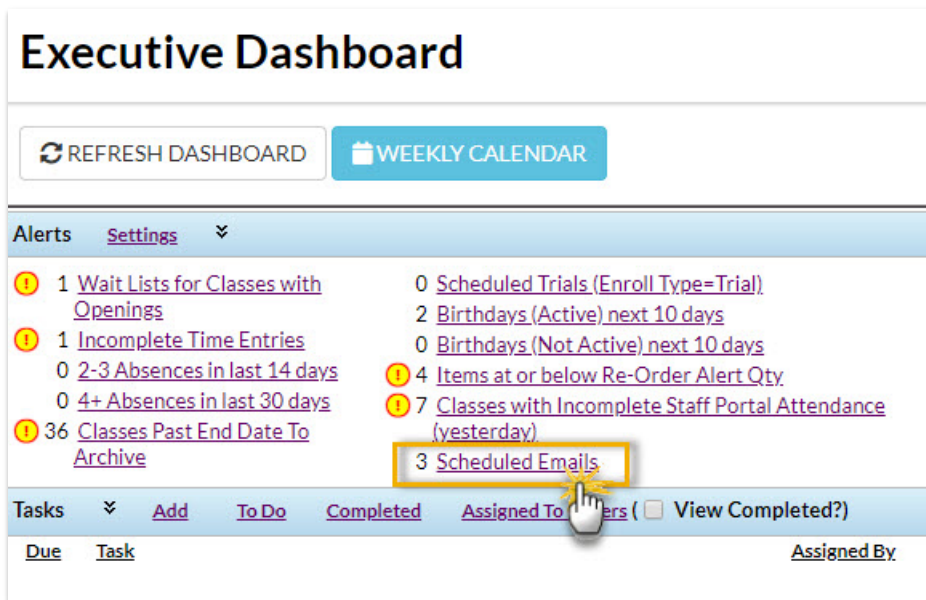


# Preview, Edit, or Cancel a Scheduled Email

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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.



The screenshot shows the Executive Dashboard interface. At the top, there are two buttons: "REFRESH DASHBOARD" and "WEEKLY CALENDAR". Below these is a section for Alerts, with a "Settings" dropdown. The Alerts section contains a grid of items, each with a yellow warning icon and a count. The item "3 Scheduled Emails" is highlighted with a yellow box and a mouse cursor. Below the Alerts section is a "Tasks" section with a dropdown menu and several filter buttons: "Add", "To Do", "Completed", "Assigned To", and "View Completed?". The "Assigned To" button is currently selected, and a mouse cursor is hovering over it. Below the filter buttons are columns for "Due", "Task", and "Assigned By".

You can also get to the Scheduled Emails report from the *Reports (menu) > Email/Text/Marketing (left menu) > Emails- Scheduled*.

Q FIND A REPORT

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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 the Gear (icon) > Settings > General > User IDs (left menu).

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.

Scheduled Emails										
<a href="#">← RETURN</a>										
Emails scheduled using the "Send Later" button are listed below.										
View 1 - 3 of 3 <a href="#">Print</a> <a href="#">Export</a> <a href="#">Refresh</a>										
				Current Status	# Recipien	Email Type	Email Subject	Date/Time Scheduled	Date/Time Sent	User ID
				<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>
				Scheduled	52	Email Families	Memorial Day Holiday Hours	5/27/2019 09:00 AM		jtcamber
				Scheduled	52	Email Families	We Miss You	5/3/2019 12:00 PM		jtcamber
				Scheduled	45	Email Families	Weather Closing	5/1/2019 06:00 PM		jtcamber

Use the icons to work with the scheduled email.

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

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