## Reschedule an email broadcast %

This article applies to:

If you have scheduled an email broadcast to go out at a future time, you have the option of rescheduling the broadcast to a different time.

## Pro-Tips!

If you have just recently scheduled the broadcast, you may need to wait a few minutes in order to see the Reschedule option in the More options drop-down.

You cannot reschedule a broadcast if it is within 30 minutes or less of the scheduled date and time.

## 1. Go to Marketing > Email & Broadcasts

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My N	lav	CRM	Marketing	E-Commo	
ſ	G Start Page	Contacts	Campaign Builder	E-Comm	
T		Companies	Email & Broadcasts	Orders	
_		Opportunities	Lead Gad Intion	Products	
	Customize Now	Referral Partners	Templates	Payment	
		Visitors	Dynamic Content	Actions	

2. Find the broadcast you would like to reschedule. Note that it must have a "Scheduled" tag applied to the broadcast

Broadcasts			New broadcast	t ~
Emails Text messages				
Search email broadcasts			<b>⇒</b> Filter	:
Email <b>Test</b> Scheduled Sep 30th at 9:30 AM	Scheduled	-	-	:

3. Click the More options button and choose Reschedule

Scheduled	:
Draft	C Make a copy
	× Stop sending
Sent	100 <sup>s</sup> 🕓 Reschedule 🕕

4. From here you can change the date, time and time zone of the broadcast

	×	Reschedul Test	e email br	oadcast		
l	When do you want to send this broadcast?					
S		September 29,	2022	8:47AM	U	Use Contact Time Zone
age		Reschedule	Close			

5. Click Reschedule

campaign builder •	When do you want to send this b	proadcast?
Broadcas	September 29, 2022	8:47AM (5)
Emails Text message Search email broad	Reschedule Close	
Email		,