

# Reschedule an email broadcast 🗓️

This article applies to:

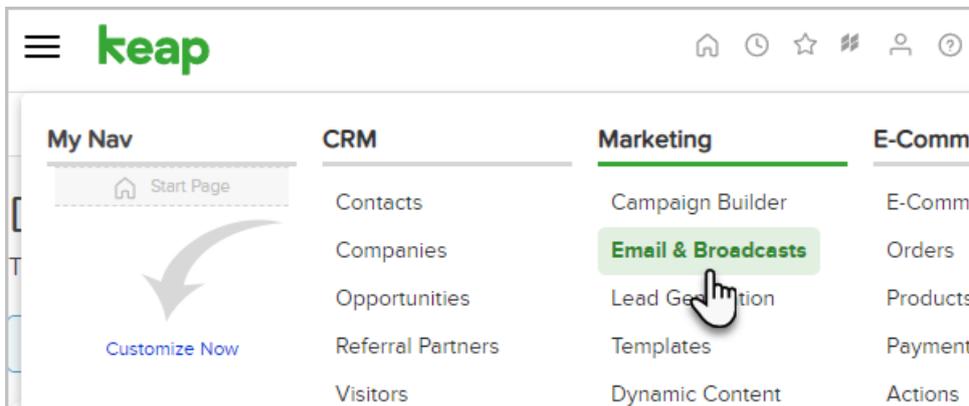
If you have scheduled an email broadcast to go out at a future time, you have the option of rescheduling the broadcast to a different time.

## Pro-Tips!

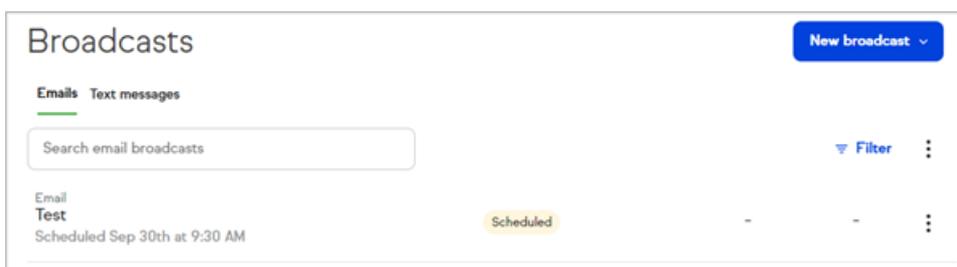
If you have just recently scheduled the broadcast, you may need to wait a few minutes in order to see the Reschedule option in the More options drop-down.

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

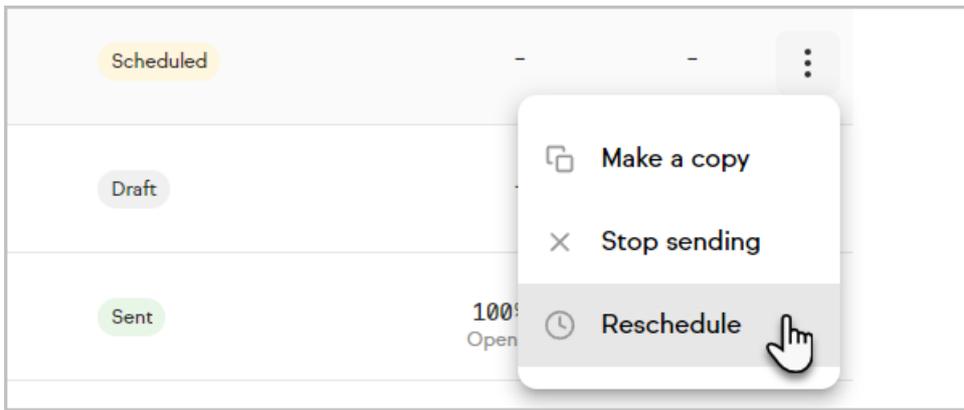
1. Go to **Marketing > Email & Broadcasts**



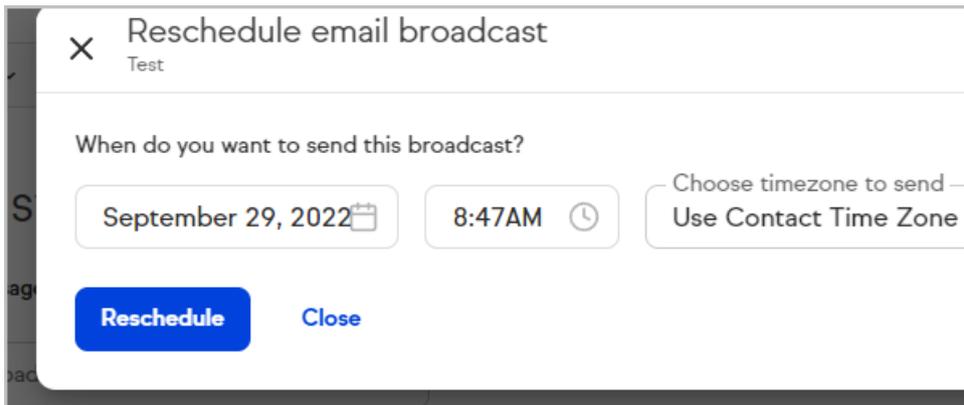
2. Find the broadcast you would like to reschedule. Note that it must have a "Scheduled" tag applied to the broadcast



3. Click the **More options** button and choose **Reschedule**



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



5. Click Reschedule

