

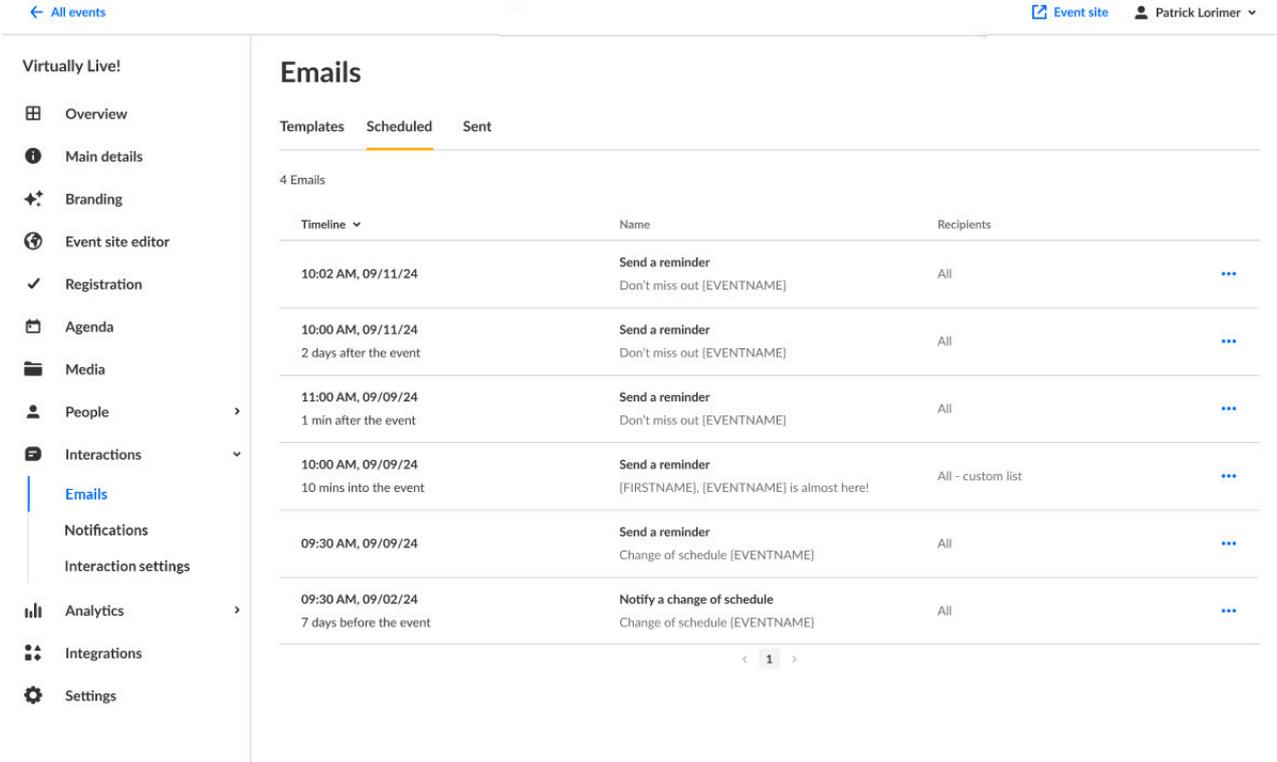
# Manage scheduled event emails

Last Modified on 03/16/2026 6:47 pm IST

 This article is designated for all users.

## About

On the Scheduled tab (shown below), you may view and delete scheduled emails.



The screenshot shows the 'Emails' section in the Kaltura interface. The left sidebar contains navigation options: Overview, Main details, Branding, Event site editor, Registration, Agenda, Media, People, Interactions, Emails (selected), Notifications, Interaction settings, Analytics, Integrations, and Settings. The main content area displays a table of scheduled emails under the 'Scheduled' tab.

Timeline	Name	Recipients	
10:02 AM, 09/11/24	Send a reminder Don't miss out [EVENTNAME]	All	...
10:00 AM, 09/11/24 2 days after the event	Send a reminder Don't miss out [EVENTNAME]	All	...
11:00 AM, 09/09/24 1 min after the event	Send a reminder Don't miss out [EVENTNAME]	All	...
10:00 AM, 09/09/24 10 mins into the event	Send a reminder {FIRSTNAME}, [EVENTNAME] is almost here!	All - custom list	...
09:30 AM, 09/09/24	Send a reminder Change of schedule [EVENTNAME]	All	...
09:30 AM, 09/02/24 7 days before the event	Notify a change of schedule Change of schedule [EVENTNAME]	All	...

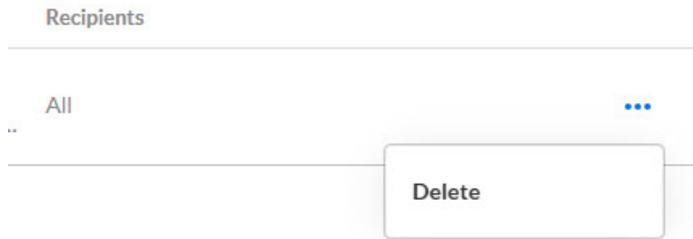


The screens shown here represent a multi-session event. The same actions apply when working with single session.

## Delete a scheduled custom email

You can always delete a scheduled email if you change your mind.

1. On the Scheduled tab, click the three-dot action menu to the right of the desired email and choose Delete.



You are asked to confirm your action. This action can't be undone.

2. Click **Delete email** to confirm or click **Cancel** to exit.