

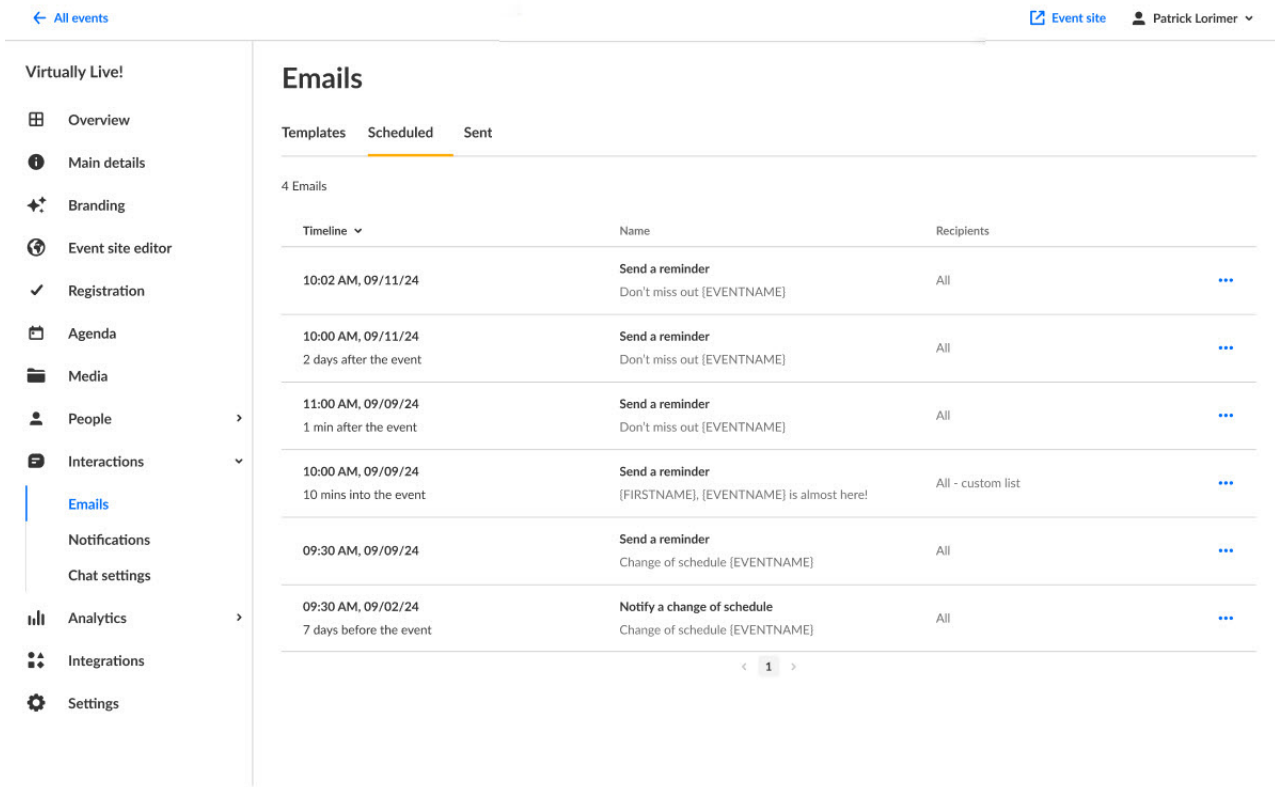
Interactions tab - Emails - Scheduled

Last Modified on 10/23/2024 4:31 pm IDT

 This article is designated for all users.

About

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



← All events Event site Patrick Lorimer

Virtualy Live!

- Overview
- Main details
- Branding
- Event site editor
- Registration
- Agenda
- Media
- People
- Interactions
 - Emails**
 - Notifications
 - Chat settings
- Analytics
- Integrations
- Settings

Emails

Templates Scheduled Sent

4 Emails

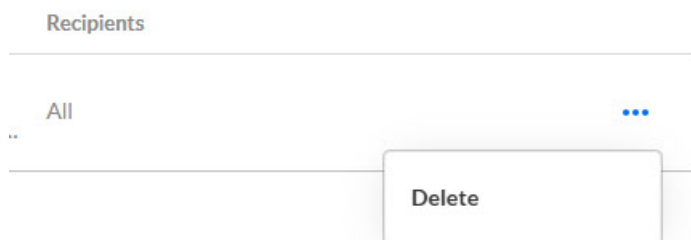
Timeline	Name	Recipients	
10:02 AM, 09/11/24	Send a reminder Don't miss out [EVENTNAME]	All	...
10:00 AM, 09/11/24 2 days after the event	Send a reminder Don't miss out [EVENTNAME]	All	...
11:00 AM, 09/09/24 1 min after the event	Send a reminder Don't miss out [EVENTNAME]	All	...
10:00 AM, 09/09/24 10 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	...

< 1 >

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.
-