


## 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 ▾

**Virtually Live!**

-  Overview
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-  Emails
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### Emails

Templates Scheduled **Sent**

4 Emails

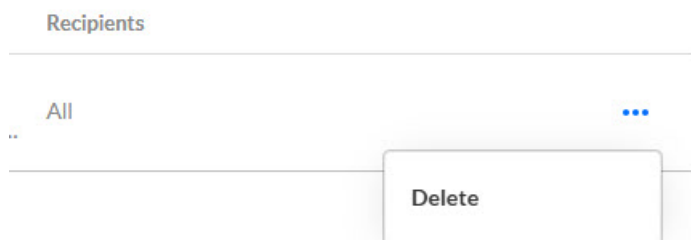
Timeline ▾	Name	Recipients	
10:02 AM, 09/11/24	<b>Send a reminder</b> Don't miss out [EVENTNAME]	All	⋮
10:00 AM, 09/11/24 2 days after the event	<b>Send a reminder</b> Don't miss out [EVENTNAME]	All	⋮
11:00 AM, 09/09/24 1 min after the event	<b>Send a reminder</b> Don't miss out [EVENTNAME]	All	⋮
10:00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

[template("cat-subscribe")]

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