

How do I change, edit, disable, or delete a scheduled message?

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Accessing and Editing a Scheduled Message

1. **Select** the PoliteMail tab within your Outlook window.
2. Select **Campaigns > Scheduled Sends**.
3. Click the desired Scheduled Message.
 - **Version 5.0:** Click on the selected message to open up scheduling options, including subject line, scheduled date and time, and/or from email. Click Save when you are done making changes.
 - **Version 4.9+:** Click the Edit button to open up scheduling options, including subject line, scheduled date and time, and/or from email. Click Save when you are done making changes.

NOTE If you needed to change the order of your sends, you can edit the send times so messages go out in your preferred order. **You can not change the content of the scheduled send. If you need to change the content, you would have to delete this send and compose and schedule a new one.**

4. With the message selected you can also send a [Preflight Test Send](#). Note that From Permissions are not enforced when doing a Preflight Test Send with a Scheduled Message (if using a different From address, the correct From address will display in the actual Scheduled Send, just not the Preflight test).

Enabling/Disabling a Scheduled Message

If you need to stop a send, you can disable it. Please note that you can not do this if the message is already in the process of being sent.

Version 5.0: Click the message to open the Edit dialog box. Uncheck the enabled box. This will disable the send.

Version 4.9+: Click the message and then the 'Edit' button. Click the button in the second column (an envelope icon with a clock on it) to disable the send.

Disabled Scheduled Sends will still be in Scheduled Sends and you can enable it by checking it again once you are ready for it to go out. If it's past the message's scheduled send time, it will send out immediately.

The screenshot displays the 'Scheduled Sends' management interface. At the top, there's a search bar and a 'PreFlight Test Send' button. Below is a table with columns for 'Enabled', 'Subject', 'Send Date', 'From Email', 'Recipients', 'Owner', and 'Campaign'. The first row is highlighted with a red box around the 'Enabled' checkbox, which is checked. To the right, a 'Scheduled Send' modal is open, showing fields for 'Subject' (Update Emergency Contact Info), 'Send Date' (Mon Jun 21 2021), 'Send Date' (10:00AM), 'From Email' (admin.user@politemail.com), 'Business' (Unassigned), 'Region' (Unassigned), 'Owner' (PoliteMail Admin), and 'Campaign'. The 'Enabled' checkbox at the bottom of the modal is also checked and highlighted with a red box. 'Save' and 'Cancel' buttons are at the bottom of the modal.

Enabled	Subject	Send Date	From Email	Recipients	Owner	Campaign
<input checked="" type="checkbox"/>	test	6/21/2021	admin.user@politemail.com	1	Mike Carlson	
<input checked="" type="checkbox"/>	test to calendar test	6/21/2021	admin.user@politemail.com	1	Mike Carlson	Test Test Campaign on P...
<input checked="" type="checkbox"/>	Update Emergency Contact Info	6/21/2021	admin.user@politemail.com	1	Tom Daniels	
<input checked="" type="checkbox"/>	test 4	6/21/2021	admin.user@politemail.com	1		
<input checked="" type="checkbox"/>	11 Sender PMS2	6/21/2021	admin.user@politemail.com	1		
<input checked="" type="checkbox"/>	Check the 11 Sender Header (PMS2)	6/21/2021	admin.user@politemail.com	1		

Deleting a Scheduled Message

To delete a scheduled send, go to **PoliteMail > Campaigns > Scheduled Sends**. Click on the message you want to delete and click the **Delete** button next to **Actions** (in **version 4.9+**, click the 'x' button). When you delete a scheduled send, it will prevent the email from going out.