

Scheduled Emails Report

Last Modified on 12/04/2018 2:07 pm EST

The Scheduled Emails report includes icons that allow you to edit the email content, preview the list of recipients, change the scheduled date/time and delete scheduled emails. This report can be accessed from the *Scheduled Emails* alert on the *Executive Dashboard* or in the *Email / Text / Marketing* section of the *Reports* menu.

For more information on scheduling emails see our Help Article [Schedule an Email - Send Later](#).
