Edit/ Remove Pending or Recurring Message

Note:

- Changes can only be made to reccurring messages or messages that have been opted to be sent at a future date.
- 1. Click Control Panel > Communications > Message Blaster
- 2. Locate and Select the message you wish to edit or remove with a check mark from the Pending Messages or Recurrences list.
- 3. Click Edit or Remove.

Pending Mess	sage	Create New Remove		
Subject		Send Time		
Reminder- Office Closed Tomorrow		2/28/2011 9:38:00 AM		<u>Edit</u>
New Years Eve Luncheon		12/31/2010 9:42:00 AM		Edit
Parking Security		12/31/2010 9:43:00 A	M	Edit
Recurrences			Create New Re	move
Subject	Туре	Start Date	End Date	
Door Looks Reminder	Day	2/8/2012 12:00:00 AM	2/29/2012 12:00:00 AM	Edit

4. If editing a message, make any desired changes, and click Submit.

Notes:

- When editing a Pending message, changes can only be made to Send Date, Subject, and Message Content. To make changes to the Recipients, Template, Attachment, or From email you will need to completely remove the message, and create a new one with the desired changes.
- When editing a Recurring message, changes can be made to any section. For your convenience, the next five
 scheduled message dates will display at the bottom of the page.
- 5. If removing a message, click Remove on the top right.
- 6. Click **OK** to confirm removal.

