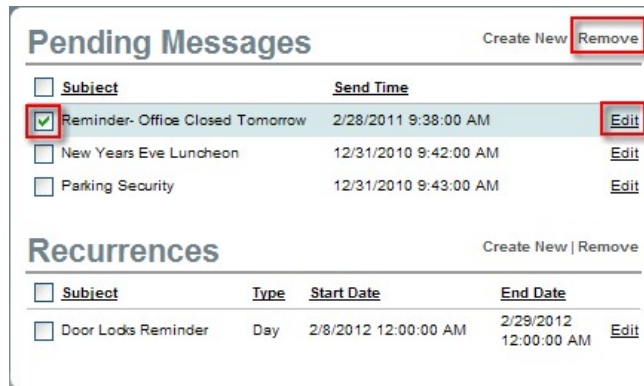


Edit/ Remove Pending or Recurring Message

Note:

- Changes can only be made to recurring 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**.



The screenshot shows a web interface for managing messages. It is divided into two main sections: "Pending Messages" and "Recurrences".

Pending Messages: This section has a "Create New" link and a "Remove" button. It contains a table with columns for "Subject", "Send Time", and "Edit". The first row, "Reminder- Office Closed Tomorrow", is selected with a checkmark, and its "Edit" button is highlighted. The other two rows, "New Years Eve Luncheon" and "Parking Security", are not selected.

<input type="checkbox"/>	Subject	Send Time	Edit
<input checked="" type="checkbox"/>	Reminder- Office Closed Tomorrow	2/28/2011 9:38:00 AM	Edit
<input type="checkbox"/>	New Years Eve Luncheon	12/31/2010 9:42:00 AM	Edit
<input type="checkbox"/>	Parking Security	12/31/2010 9:43:00 AM	Edit

Recurrences: This section has a "Create New" link and a "Remove" button. It contains a table with columns for "Subject", "Type", "Start Date", "End Date", and "Edit". The first row, "Door Locks Reminder", is not selected.

<input type="checkbox"/>	Subject	Type	Start Date	End Date	Edit
<input type="checkbox"/>	Door Locks 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.

