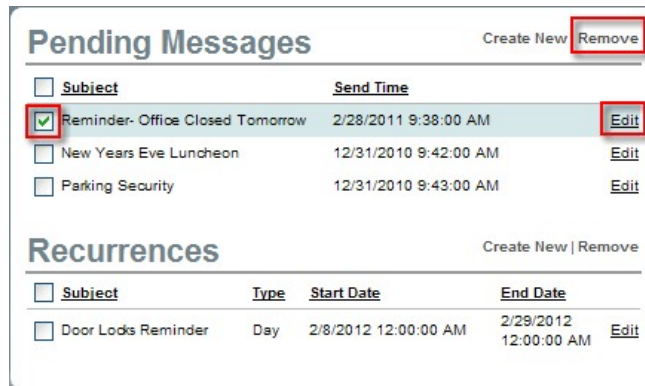


Edit/ Remove Pending or Recurring Message

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 displays the 'Message Blaster' interface. It is divided into two main sections: 'Pending Messages' and 'Recurrences'. In the 'Pending Messages' section, there is 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 with a red box. The 'Remove' button in the top right corner of this section is also highlighted with a red box. The 'Recurrences' section below it has a table with columns for 'Subject', 'Type', 'Start Date', 'End Date', and 'Edit'. The first row, 'Door Locks Reminder', is visible.

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

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.

