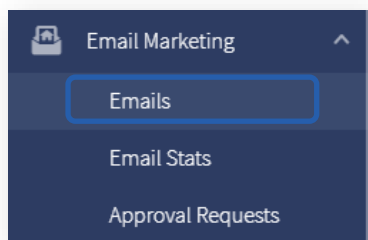


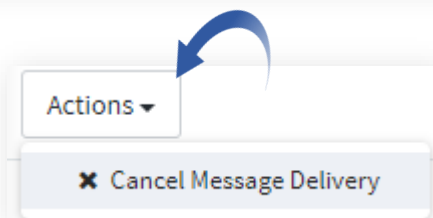
## Canceling a Scheduled Email



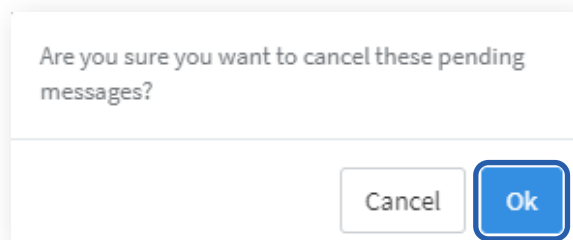
1. Login to Total Expert Now.
2. Access **Email Marketing** in the main menu.
3. Select **Email Stats**.
4. Select the email that is scheduled to send at a future time.

<input type="checkbox"/>	Name	Type	Send Date
<input checked="" type="checkbox"/>	I'm only a phone call away!	Direct Message	04/16/2020 11:40pm

5. Select **x Cancel Message Delivery** from the **Action** dropdown.



6. Select **Ok** to cancel delivery.



**Note:** You can only cancel an email that is scheduled to send at a future time, if an email has been sent you will be unable to cancel delivery.