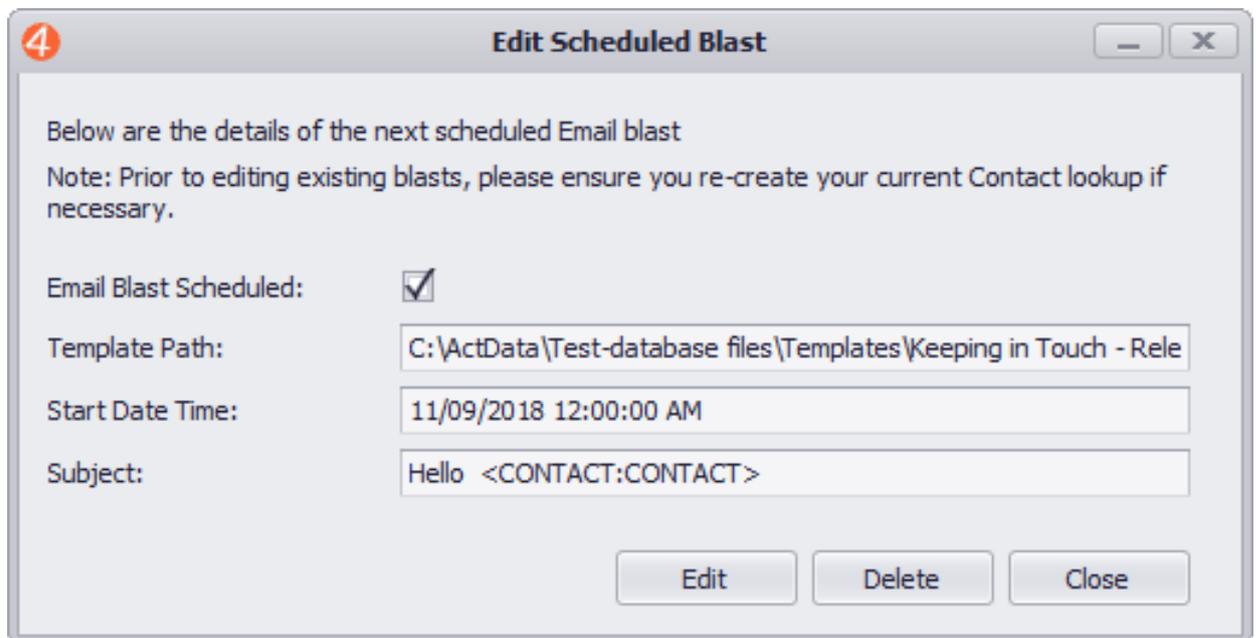


# MailManager4Act

## Edit/Delete scheduled email blast in MailManager4Act

- Once you schedule an email blast using the **Send Later** option in the **Merge To Email** wizard, you can edit or delete this email blast by clicking the menu **MailManager4Act > Edit Scheduled Email Blast**
- From the window below, click the **Delete** button if you wish to delete the email blast.
- If you wish to edit this email blast, click the **Edit** button.  
**Note:** If you are editing an existing email blast that uses either the **Current Contact** or **Current Lookup** settings, please remember to re-create your Contact lookup. Otherwise, the email blast will be scheduled for your current lookup at the time, which may be incorrect.



**Edit Scheduled Blast**

Below are the details of the next scheduled Email blast

Note: Prior to editing existing blasts, please ensure you re-create your current Contact lookup if necessary.

Email Blast Scheduled:

Template Path: C:\ActData\Test-database files\Templates\Keeping in Touch - Rele

Start Date Time: 11/09/2018 12:00:00 AM

Subject: Hello <CONTACT:CONTACT>

Edit Delete Close

- Proceed through the wizard as explained in the [Merge template to E-mail article](#) and change the settings as needed. Once completed, the email blast will be re-scheduled using the new settings.

Unique solution ID: #1044

Author: Ahsan

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