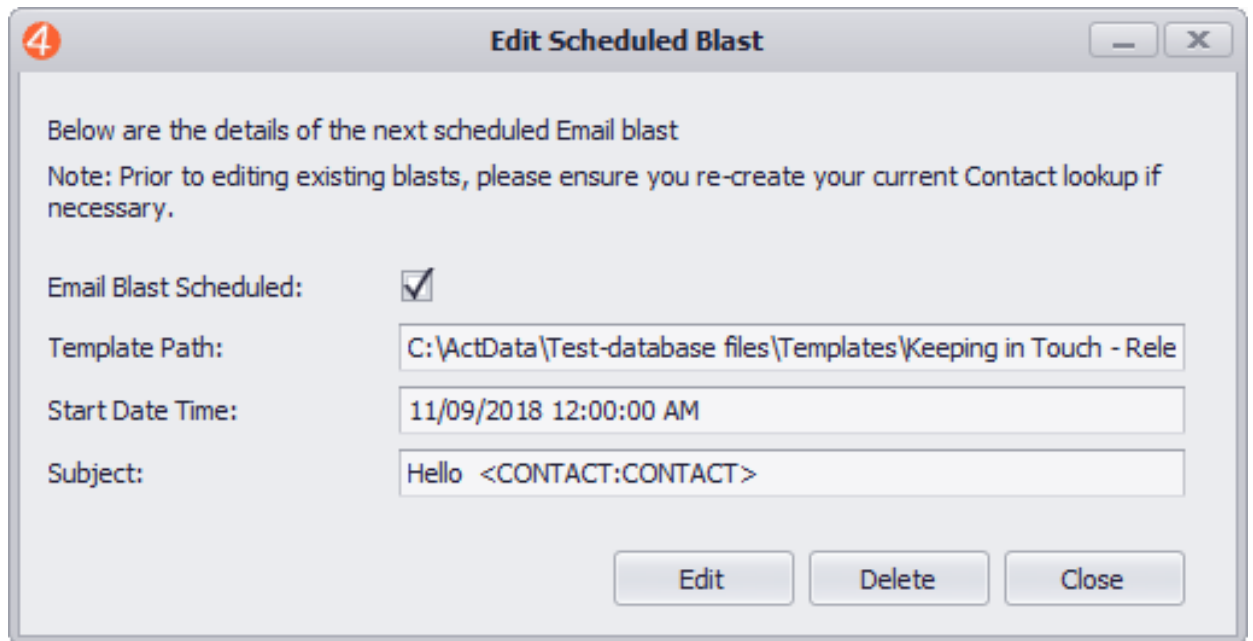


MailManager4Act

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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