

# How-to Cancel a broadcast email before it is sent

Category: Email Campaigns

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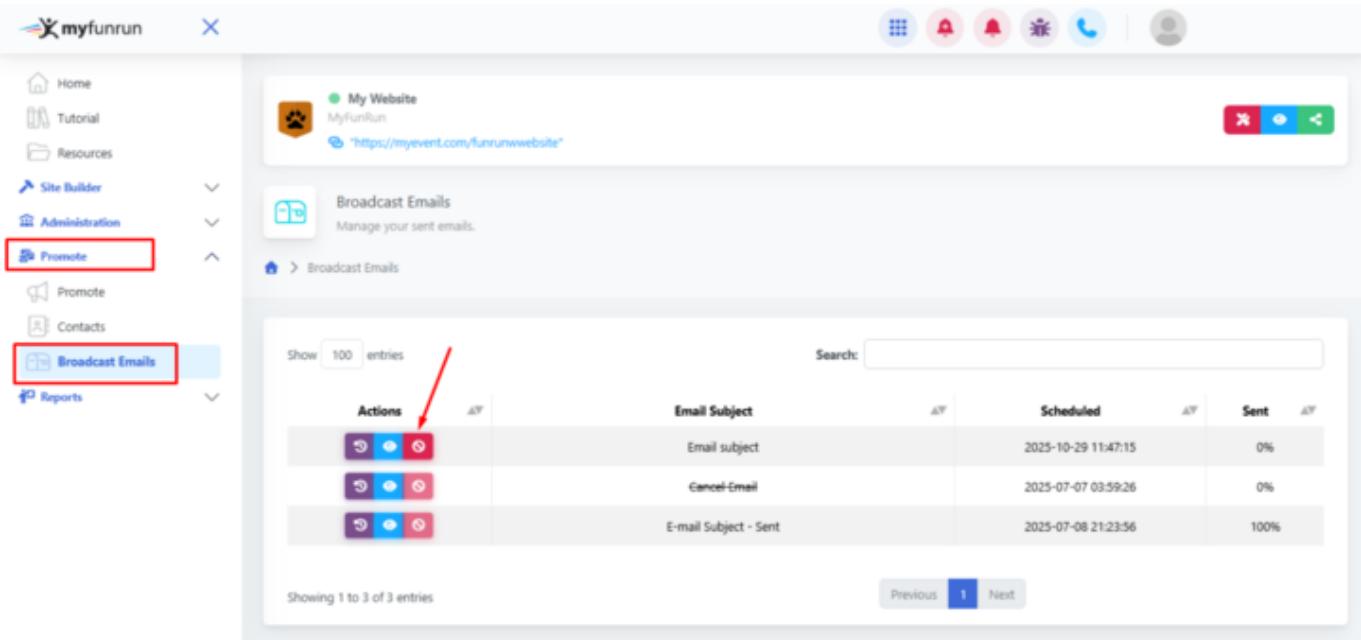
Reading Time: 1 min

## Need to cancel a broadcast email before it's sent?

No worries!

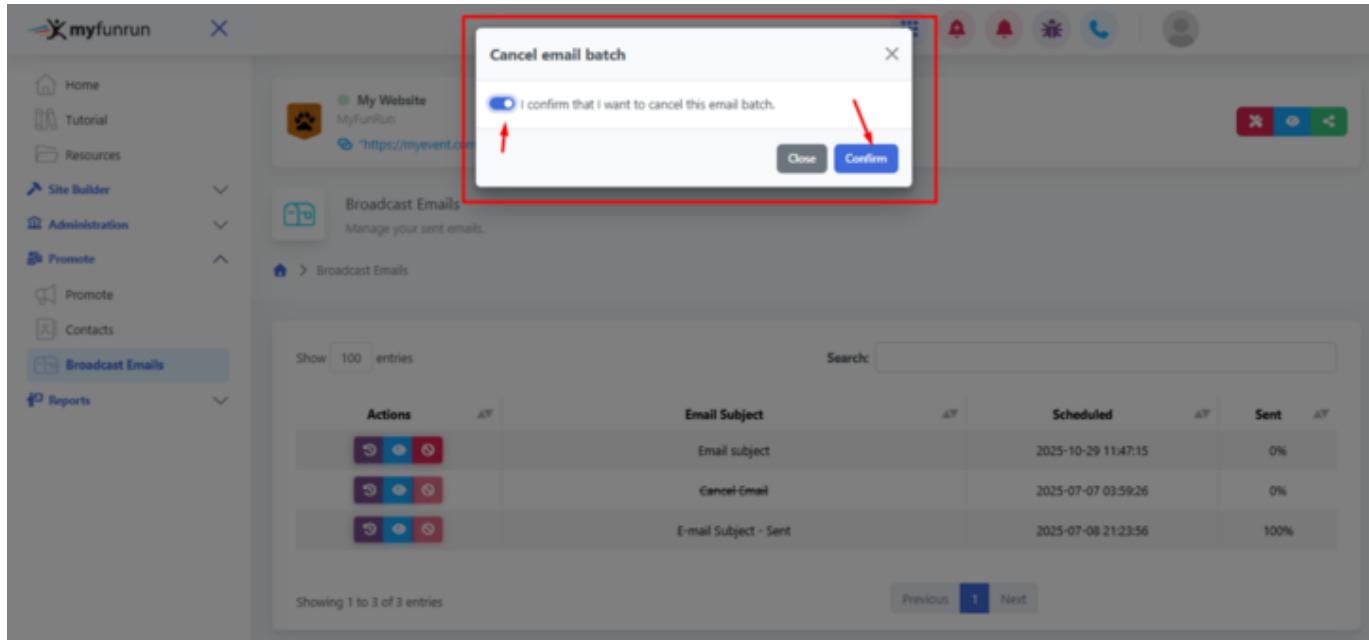
You have a **10-minute window** to stop it before it goes out.

- Log in to your dashboard, and go to Promote -> **Broadcast Emails**
- Locate the email in the **queue**.
- Click **Cancel**, the button will only be active **before the email batch is sent**



Actions	Email Subject	Scheduled	Sent
	Email subject	2025-10-29 11:47:15	0%
	Cancel-Email	2025-07-07 03:59:26	0%
	E-mail Subject - Sent	2025-07-08 21:23:56	100%

Click in the **confirm** toggle to cancel the email batch.



Cancel email batch

I confirm that I want to cancel this email batch.

**Close** **Confirm**

Actions	Email Subject	Scheduled	Sent
<span>Cancel</span> <span>Send</span> <span>Print</span>	Email subject	2025-10-29 11:47:15	0%
<span>Cancel</span> <span>Send</span> <span>Print</span>	Cancel-Email	2025-07-07 03:59:26	0%
<span>Cancel</span> <span>Send</span> <span>Print</span>	E-mail Subject · Sent	2025-07-08 21:23:56	100%

Showing 1 to 3 of 3 entries

Once canceled, the email will appear **with a strikethrough** in the list.

Actions	Email Subject	Scheduled	Sent
<span>Cancel</span> <span>Send</span> <span>Print</span>	Test-Subject	2025-10-27 16:33:33	0%