How to Cancel a broadcast email before it is sent

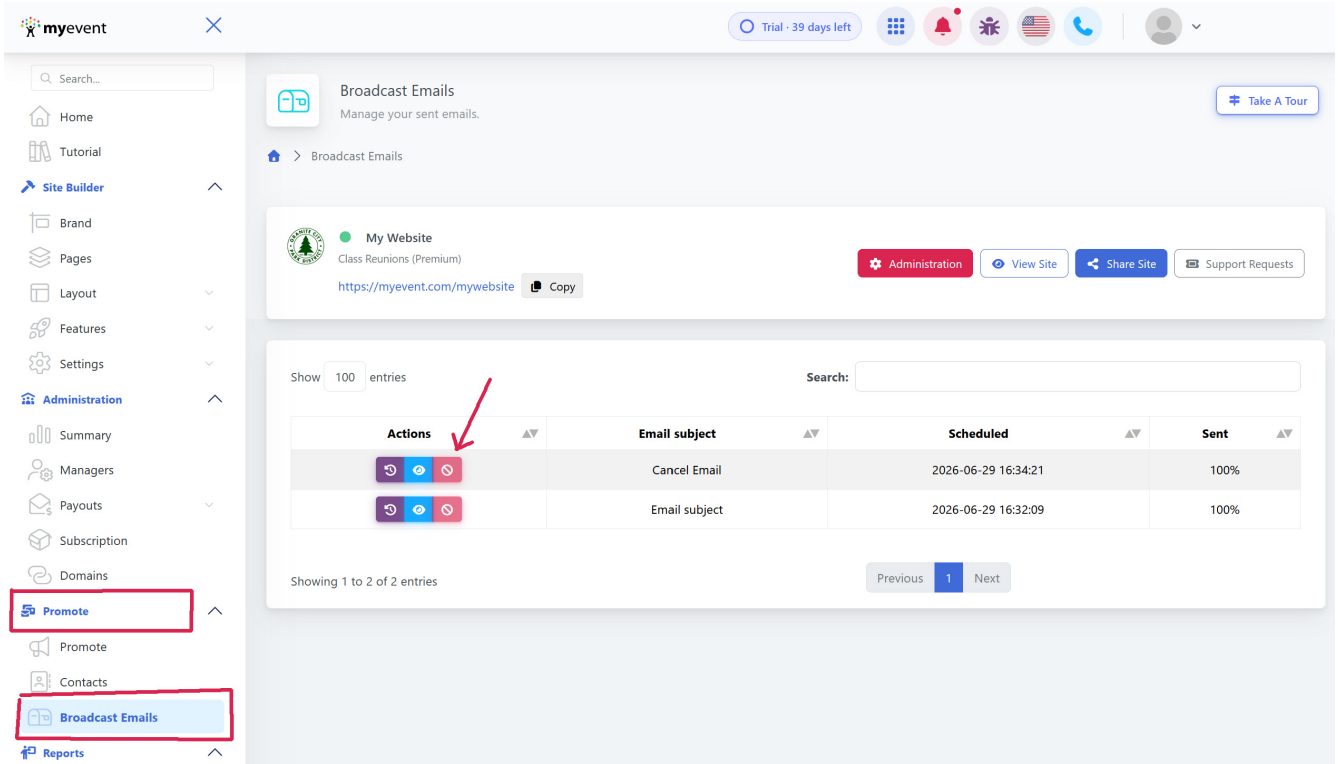
Category: Email Campaigns
Published: Oct 30, 2025
Reading Time: 1 min

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

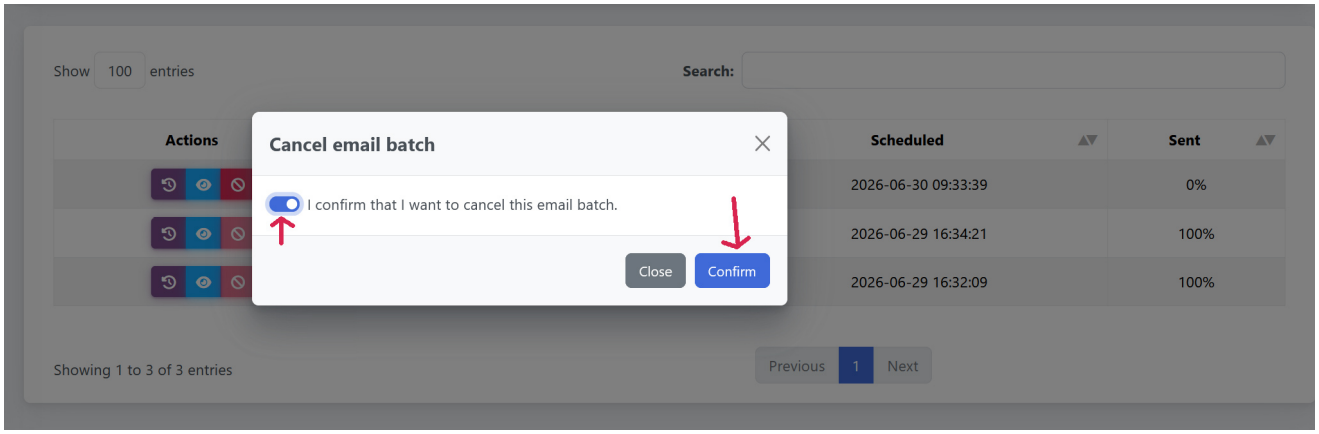
No worries!

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**



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



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

Actions	Email subject	Scheduled	Sent
	~~Testing Email~~	2026-06-30 09:41:29	0%