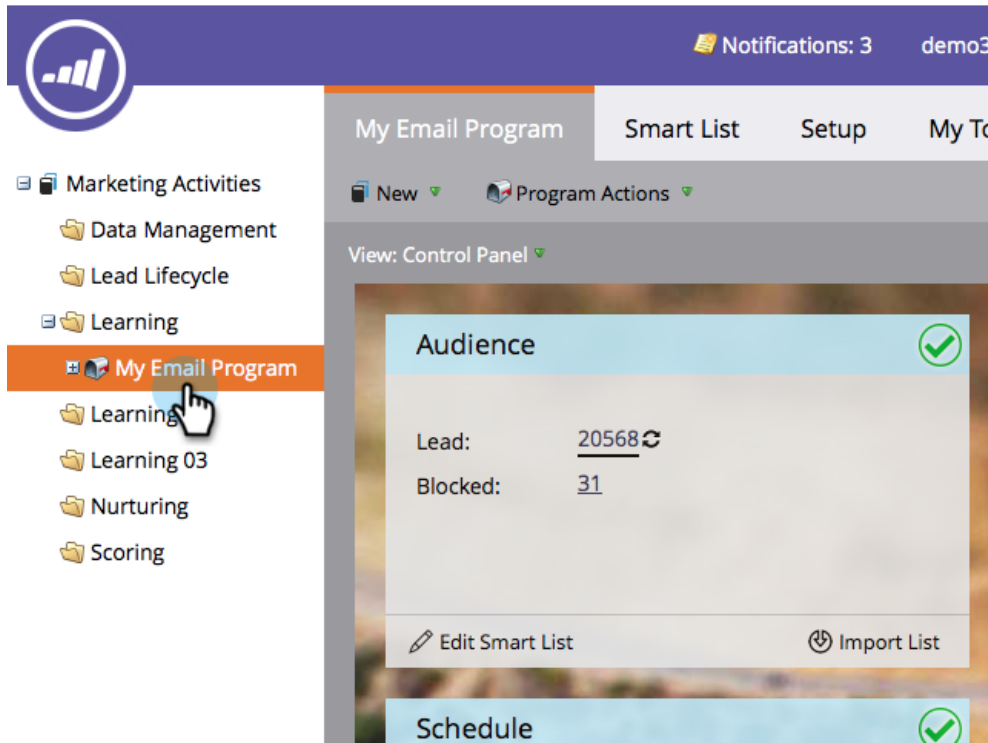


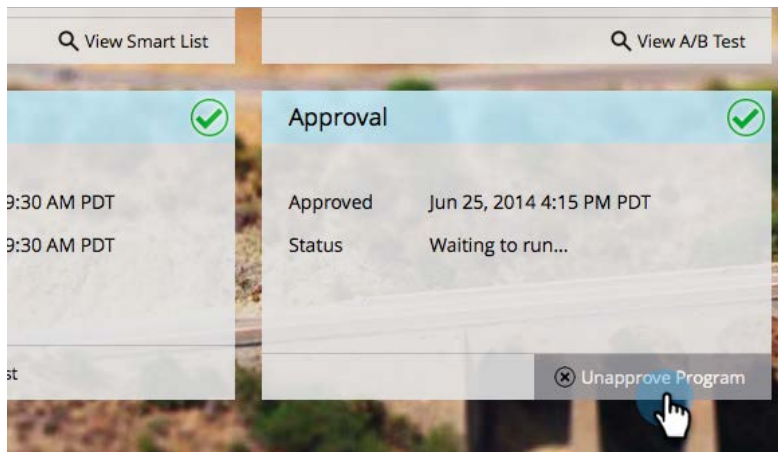
Stop a scheduled email

To stop an email from sending you need to **unapprove** the approved program.

1. Select your email program.



2. Under the **Approval** tile, simply click on **Unapprove Program**.



Done and done! Your email will not go out at the scheduled time until you approve it again.