

Unscheduled All Scheduled Posts in Publish at Once

Sometimes it may be necessary to mass unschedule all your scheduled posts at once — for example, if there's been a breaking news event that would make it inappropriate for you to run your planned content, or if you've been told to hold an upcoming announcement.

In Publish, this kind of "kill switch" or "emergency break" is available as a [bulk action](#).

Note:

Unscheduled and rescheduling is only available for posts scheduled internally in Publish. [Posts scheduled to the Facebook queue](#) cannot be unscheduled in Social Media Management.

To get started, first, open **Publish**, then select the **Scheduled** inbox:

Pb

Home

Pb

Publish

Ad

Advertise

En

Engage

Au

Audience

Me

Measure

Bm

Benchmark

Ls

Listen

In

Influence

All

Draft652

Awaiting approval6

Scheduled7

Processing0

Publishing errors0

Published0

Shared externally

Content: Scheduled

FILTER

MATCH ALL

Filter on labels

	DATE
<input type="checkbox"/>	30 Sep 4:03 AM
<input type="checkbox"/>	30 Sep 4:02 AM
<input type="checkbox"/>	30 Sep 4:02 AM
<input type="checkbox"/>	30 Sep 4:01 AM
<input type="checkbox"/>	30 Sep 4:01 AM
<input type="checkbox"/>	30 Sep 4:00 AM

Next, use the date picker in the upper right corner to select the date range for the posts you'd like to unschedule. You can also use the filter in the upper left corner to search for posts by channel, team, network, promotion status, and more:

Content: Scheduled

1 SEP 2024-30 SEP 2024

SHARE

FILTER

MATCH ALL

Filter on labels

Channel

Team

Author

Network

Channel Group

Placement

Assigned Approver

Promotion





































DATE

POST

NOTES

AUTHOR

APPROVAL

<input type="checkbox"/>	30 Sep 4:03 AM	 Messenger reschedule AdPage renamed (Dan)	0		  
<input type="checkbox"/>	30 Sep 4:02 AM	 TikTok reschedule Alana Turing	0		  
<input type="checkbox"/>	30 Sep 4:02 AM	 IG Reschedule ChiropteraFelidae	0		  
<input type="checkbox"/>	30 Sep 4:01 AM	 LI reschedule ChiropteraFelidae	0		  
<input type="checkbox"/>	30 Sep 4:01 AM	 FB Reschedule AdPage renamed (Dan)	0		  
<input type="checkbox"/>	30 Sep 4:00 AM	 Twitter reschedule ansger horwath @AnsgerH	0		  
<input type="checkbox"/>	1 Sep 5:12 AM	 Approval in bulk TEST AdPage renamed (Dan)	0	 	  

No more posts

Finally, toggle the checkbox in the upper left corner to select all posts, then open the three-dot menu and click **Unschedule** (you can also click **Reschedule** or **Delete**).

Content: Scheduled

7 posts selected

CLEAR SELECTION

...



MANAGE LABELS

RESCHEDULE

SHARE

Unschedule

Delete

<input checked="" type="checkbox"/>	DATE		
<input checked="" type="checkbox"/>	30 Sep 4:03 AM		Messenger reschedule AdPage renamed (Dan)
<input checked="" type="checkbox"/>	30 Sep 4:02 AM		TikTok reschedule Alana Turing

Your unscheduled posts will be moved to your **Drafts** inbox. Although they will still retain their original scheduled date and time, they will not be published now unless you manually reschedule them.

Unschedule posts



Are you sure you want to unschedule 7 posts?

The status will change to **Draft** but still retain the original scheduled date and time.

CANCEL

UNSCHEDULE