Unscheduling 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:

Unscheduling 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:

Publish

- Home
- **Publish**
- Advertise
- Engage
- Audience
- Measure
- Benchmark
- Listen
- Influence ☐

Content: Scheduled

FILTER ∨   MATCH ALL ∨   🏷 Filter on labels

	DATE
☐	30 Sep 4:03 AM
☐	30 Sep 4:02 AM
☐	30 Sep 4:02 AM
☐	30 Sep 4:01 AM
☐	30 Sep 4:01 AM
☐	30 Sep 4:00 AM

All	
Draft	652
Awaiting approval	6
Scheduled	7
Processing	0
Publishing errors	0
Published	0
Shared externally	

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:

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**).

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 Although they will still retain their original scheduled date and time, they will not be published now unless you manually reschedule them.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