


## Cancel Scheduled Update Campaign


Note: This feature is for updates scheduled to be sent via email. You are unable to cancel a campaign on the same day it is scheduled to be sent.

From the Dashboard or Menu:

1. Select 'Update'. 
2. Click on the corresponding radio button by the scheduled update you wish to cancel.



Note: The cancel button will appear once the radio button is selected.

3. Select 'Cancel Campaign' on the right. 
4. Click 'Cancel Update Campaign'. 