


How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

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Overview

This article walks through the steps to **cancel** an eblast that's currently sending (*this usually only works for larger lists, but isn't as effective for a smaller campaign since the emails go out in batches it's not as likely you could catch it in time*), and section #2 shows how to **cancel** or **reschedule** an email campaign that's already *queued* up to go out in the future.

 **Tip:** "Measure twice, cut once." Make sure you **test** your email thoroughly on different email clients (Gmail, Outlook, Yahoo...), and **double-check** the time you schedule it. Giving yourself adequate time is very important when sending out a time sensitive eblast.

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

Outline

- #1 Cancel an Eblast that's Currently Sending
- #2 Reschedule or Cancel an Eblast that's Queued Up to Go Out in the Future
- #3 Delete 'Junk' or Test Campaigns from the Email Campaigns List
- #4 Related Resources

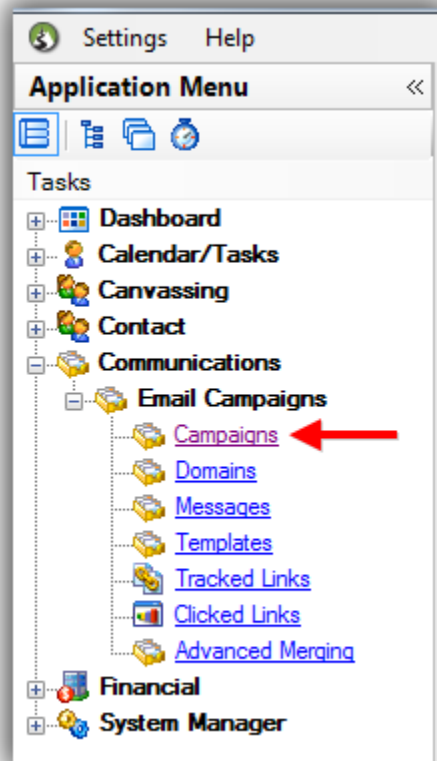
#1 – Cancel an Eblast that's Currently Sending (primarily for larger campaigns 1k+)

In the rare circumstance that you need to cancel an email campaign that's going out you'll need to contact our support line **ASAP (1-866-909-8700)** in order for one of our technicians to cancel it from our end.

This may not catch all emails that are going out since they go out in batches, any new batches that have already been queued will be sent either way.

#2 – Reschedule or Cancel an Eblast that's Queued Up to Go Out in the Future

Navigate to the **Campaigns** list by following **Application Menu > Communications > Campaigns**.

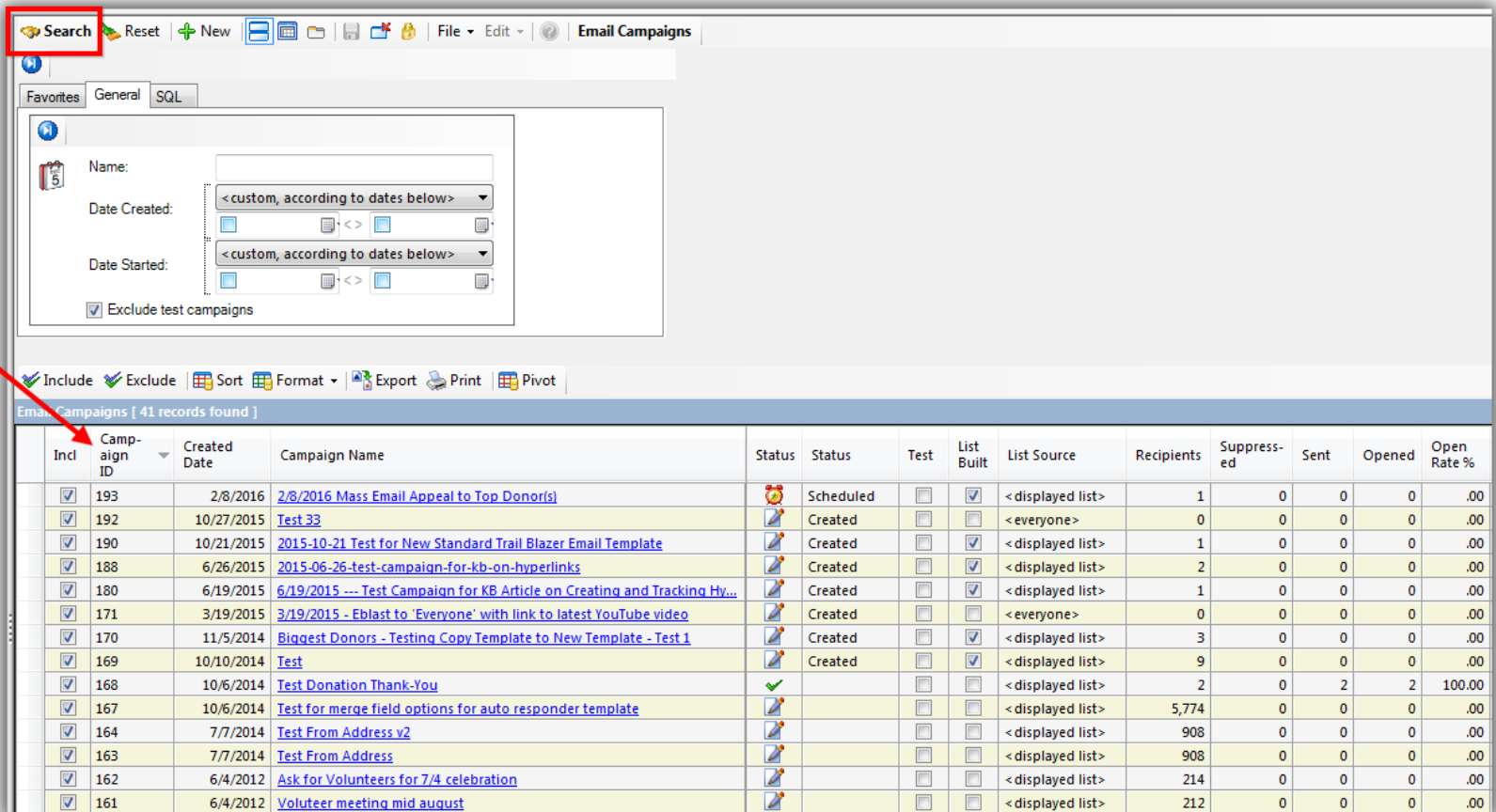


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Click **[Search]** to populate the list, and then click on the **'Campaign ID'** column two times to sort it in descending order so that your most recent campaign is at the top. *In my example it was Campaign ID 193.*

1

2. Click on the 'ID' column two times to sort the list in descending order putting the most recent campaign at the top.



The screenshot shows the TrailBlazer Email Campaigns interface. At the top, there is a search bar with a 'Search' button highlighted by a red box and a red arrow labeled '1'. Below the search bar, there are tabs for 'Favorites', 'General', and 'SQL'. The 'General' tab is active, showing a search filter with fields for 'Name', 'Date Created', and 'Date Started', each with a dropdown menu and a search icon. There is also a checkbox for 'Exclude test campaigns'. Below the search filter, there are buttons for 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. The main area displays a table of email campaigns with 41 records found. The table has columns for 'Incl', 'Campaign ID', 'Created Date', 'Campaign Name', 'Status', 'Status', 'Test', 'List Built', 'List Source', 'Recipients', 'Suppressed', 'Sent', 'Opened', and 'Open Rate %'. The campaigns are sorted by 'Campaign ID' in descending order, with ID 193 at the top. A red arrow labeled '2' points to the 'Campaign ID' column header.

Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppressed	Sent	Opened	Open Rate %
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)		Scheduled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0	.00
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	2	0	0	0	.00
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Tracking Hy...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Eblast to 'Everyone' with link to latest YouTube video		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0	.00
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testing Copy Template to New Template - Test 1		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	3	0	0	0	.00
<input checked="" type="checkbox"/>	169	10/10/2014	Test		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	9	0	0	0	.00
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2	0	2	2	100.00
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,774	0	0	0	.00
<input checked="" type="checkbox"/>	164	7/7/2014	Test From Address v2			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0	.00
<input checked="" type="checkbox"/>	163	7/7/2014	Test From Address			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0	.00
<input checked="" type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	214	0	0	0	.00
<input checked="" type="checkbox"/>	161	6/4/2012	Volunteer meeting mid august			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	212	0	0	0	.00

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Scroll out to the right on the grid until you see the column called '**Date/Time Submission Scheduled**'. *If you have a larger screen this column may already be present, but most users working on a smaller monitor will need to use the horizontal scroll bar at the bottom.*

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Date/Time Submission Column.

Exclude test campaigns

Include
 Exclude
 Sort
 Format
 Export
 Print
 Pivot

Email Campaigns [41 records found]

Incl	Campaign ID	Created Date	Campaign Name	Tracked Clicks	Bounced	Abuse Complaints	Confirmations Requested	Confirmations Received	Date/Time Submission Scheduled	Date/Time Submission Started
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)	0	0	0	0	0	2/10/2016 8:00 AM	
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33	0	0	0	0	0		
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template	0	0	0	0	0		
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks	0	0	0	0	0		
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Tracking Hy...	0	0	0	0	0		
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Eblast to 'Everyone' with link to latest YouTube video	0	0	0	0	0		
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testing Copy Template to New Template - Test 1	0	0	0	0	0		
<input checked="" type="checkbox"/>	169	10/10/2014	Test	0	0	0	0	0		
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You	0	0	0	0	0		10/6/2014 2:53
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template	0	0	0	0	0		
<input checked="" type="checkbox"/>	164	7/7/2014	Test From Address v2	0	0	0	0	0		
<input checked="" type="checkbox"/>	163	7/7/2014	Test From Address	0	0	0	0	0		
<input checked="" type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration	0	0	0	0	0		
<input checked="" type="checkbox"/>	161	6/4/2012	Volunteer meeting mid august	0	0	0	0	0		
<input checked="" type="checkbox"/>	160	6/1/2012	sample	0	0	0	0	0		
<input checked="" type="checkbox"/>	159	5/22/2012	contribu TY	0	0	0	0	0		
<input checked="" type="checkbox"/>	158	5/21/2012	invite volunteers to summer meeting	0	0	0	0	0		
<input checked="" type="checkbox"/>	157	5/17/2012	invite volunteers to spring party	0	0	0	0	0		
<input checked="" type="checkbox"/>	156	5/15/2012	Invite volunteers to summer boat outing	0	0	0	0	0		
<input checked="" type="checkbox"/>	155	5/3/2012	summer appeal	0	0	0	0	0		
<input checked="" type="checkbox"/>	154	5/2/2012	fundraising email spring 2012	0	0	0	0	0		
<input checked="" type="checkbox"/>	41			0	0	0	0	0		

Logon = [Joel Kristenson](#)

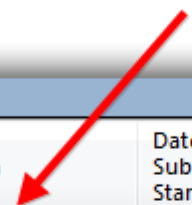
Scroll out to the right if necessary.

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Click on the [blue](#) hyperlink with the **date/time** for when your email campaign is currently scheduled to go out. *In my example it was the only one queued up, and was scheduled for **2/10/2016 @ 8:00 AM**.*

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Click the blue hyperlink in order to change the date/time for when the email campaign is scheduled.



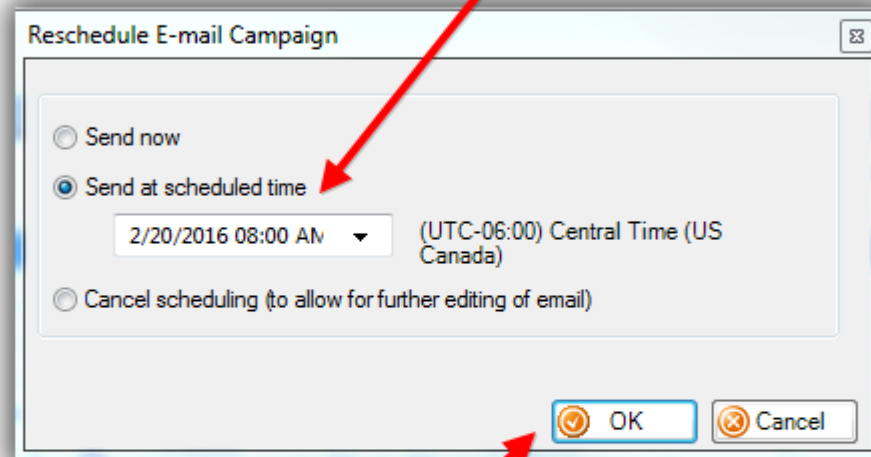
ed	Confirm-ations Received	Date/Time Submission Scheduled	Date/Time Submission Started
0	0	2/10/2016 8:00 AM	
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		10/6/2014 2:53 PM
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		
0	0		

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From this pop-up screen you can either **cancel** the campaign to continue working on it/delete it OR you can select a new date/time to schedule the campaign to go out at. *Both examples are shown below.*

Img 1 – Change the **Date/Time to Reschedule** the Campaign for

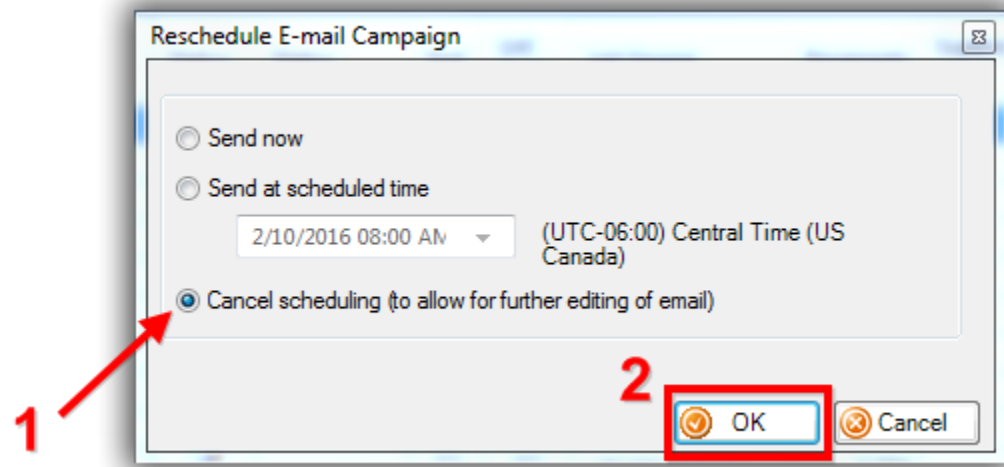
You can change the date/time that the email campaign will go out.



Click [OK] to proceed after you make the changes to when the campaign will go out.

Img 2 – Cancel the Campaign to Continue Editing OR Delete It

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If you choose to **cancel** the campaign for further editing, you can now **reopen** it from the Campaigns list to continue editing. *Example below.*

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You can now reopen the campaign to continue working on it.

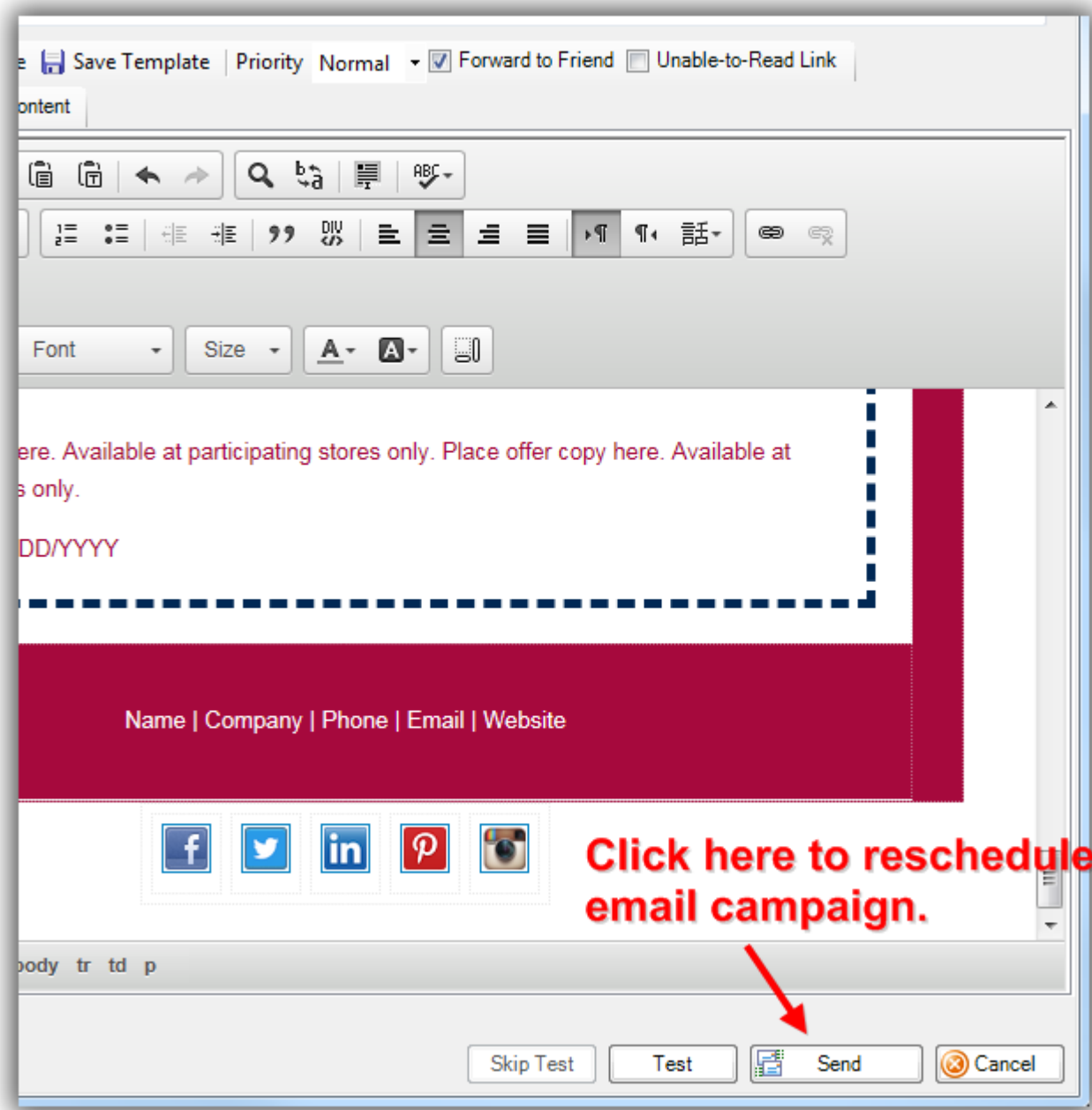
Link will disappear.

Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppressed	Sent	Opened	Open Rate %	Tracked Clicks	Bounced	Abuse Complaint:	Confirmations Requested	Confirmations Received	Date/Time Submission Scheduled	Date/Time Submission Started
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)		Scheduled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	2	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Track...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Eblast to 'Everyone' with link to latest YouTube video		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testinq Copy Template to New Template - Test 1		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	3	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	169	10/10/2014	Test		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	9	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2	0	2	2	100.00	0	0	0	0	0		10/6/2014 2:53 PM
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,774	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	164	7/7/2014	Test From Address v2			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	163	7/7/2014	Test From Address			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0	.00	0	0	0	0	0		
<input checked="" type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	214	0	0	0	.00	0	0	0	0	0		

If you make changes and you want to send the campaigns, click the **[Send]** button in the bottom-right to schedule it again.

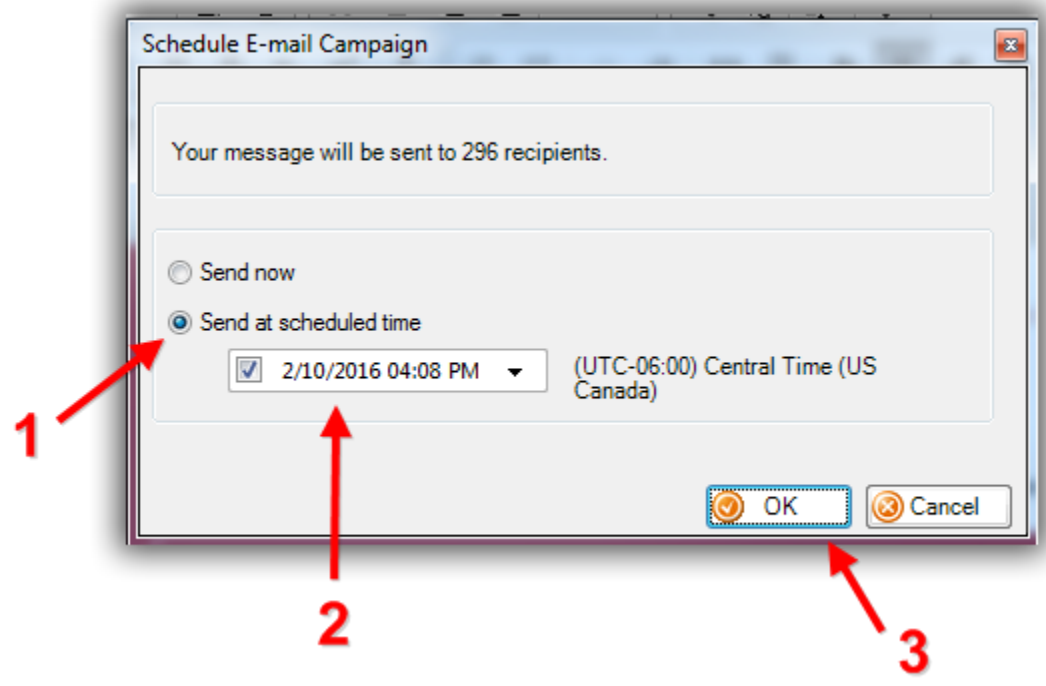
Img 1 – To Reschedule the Campaign after Canceling it Click **[Send]**

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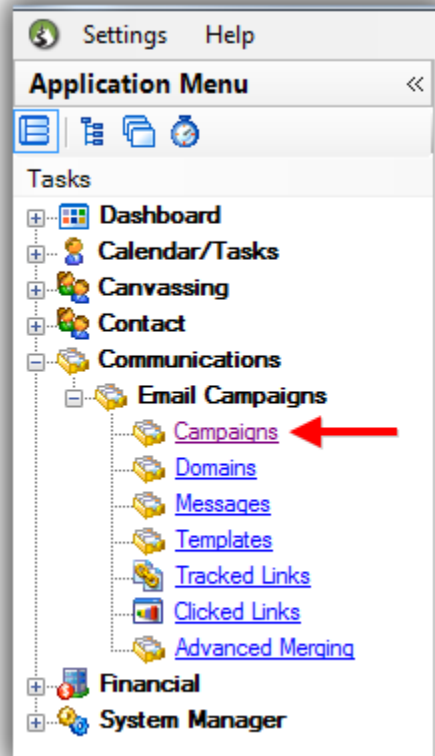
How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

Img 2 – Select Date/Time, Click [OK]



#3 – Delete 'Junk' or Test Campaigns from the Email Campaigns List

Navigate to the **Campaigns** list.

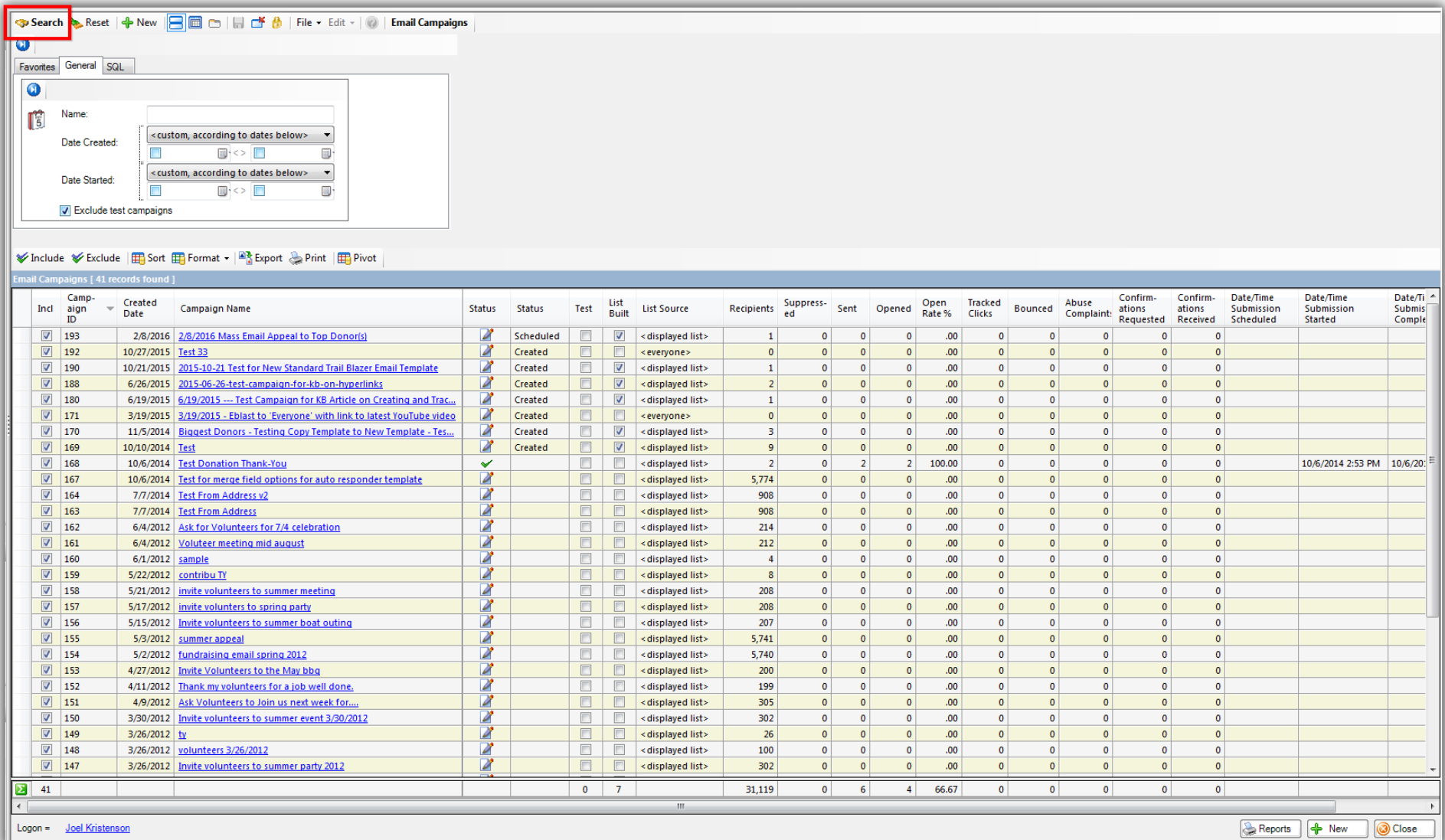


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Search for the campaign(s) you want to delete. *In my example I pulled up all the email campaigns in the database which provided **41** results.*

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Run a search query for the email campaigns you want to delete.



The screenshot shows the TrailBlazer Email Campaigns management interface. A search filter is applied, and a list of 41 campaigns is displayed. The 'Search' button in the top left is highlighted with a red box. The search filter includes fields for Name, Date Created, and Date Started, all set to '<custom, according to dates below>'. The 'Exclude test campaigns' checkbox is checked. The campaign list table has the following columns: Incl, Campaign ID, Created Date, Campaign Name, Status, Status, Test, List Built, List Source, Recipients, Suppress-ed, Sent, Opened, Open Rate %, Tracked Clicks, Bounced, Abuse Complaint, Confirm-ations Requested, Confirm-ations Received, Date/Time Submission Scheduled, Date/Time Submission Started, and Date/Ti Submis Comple.

Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppress-ed	Sent	Opened	Open Rate %	Tracked Clicks	Bounced	Abuse Complaint	Confirm-ations Requested	Confirm-ations Received	Date/Time Submission Scheduled	Date/Time Submission Started	Date/Ti Submis Comple
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)		Scheduled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	1	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33		Created	<input type="checkbox"/>	<input type="checkbox"/>	<everyone>	0	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	1	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	2	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Trac...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	1	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Fblast to 'Everyone' with link to latest YouTube video		Created	<input type="checkbox"/>	<input type="checkbox"/>	<everyone>	0	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testing Copy Template to New Template - Tes...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	3	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	169	10/10/2014	Test		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<displayed list>	9	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	2	0	2	2	100.00	0	0	0	0	0		10/6/2014 2:53 PM	10/6/20...
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	5,774	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	164	7/7/2014	Test From Address v2		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	908	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	163	7/7/2014	Test From Address		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	908	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	214	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	161	6/4/2012	Volunteer meeting mid august		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	212	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	160	6/1/2012	sample		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	4	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	159	5/22/2012	contribu TY		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	8	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	158	5/21/2012	invite volunteers to summer meeting		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	208	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	157	5/17/2012	invite volunteers to spring party		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	208	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	156	5/15/2012	Invite volunteers to summer boat outing		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	207	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	155	5/3/2012	summer appeal		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	5,741	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	154	5/2/2012	fundraising email spring 2012		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	5,740	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	153	4/27/2012	Invite Volunteers to the May bbq		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	200	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	152	4/11/2012	Thank my volunteers for a job well done.		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	199	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	151	4/9/2012	Ask Volunteers to Join us next week for...		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	305	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	150	3/30/2012	Invite volunteers to summer event 3/30/2012		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	302	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	149	3/26/2012	ty		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	26	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	148	3/26/2012	volunteers 3/26/2012		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	100	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	147	3/26/2012	Invite volunteers to summer party 2012		Created	<input type="checkbox"/>	<input type="checkbox"/>	<displayed list>	302	0	0	0	.00	0	0	0	0	0			
<input checked="" type="checkbox"/>	41						0	7	31,119	0	6	4	66.67	0	0	0	0	0			

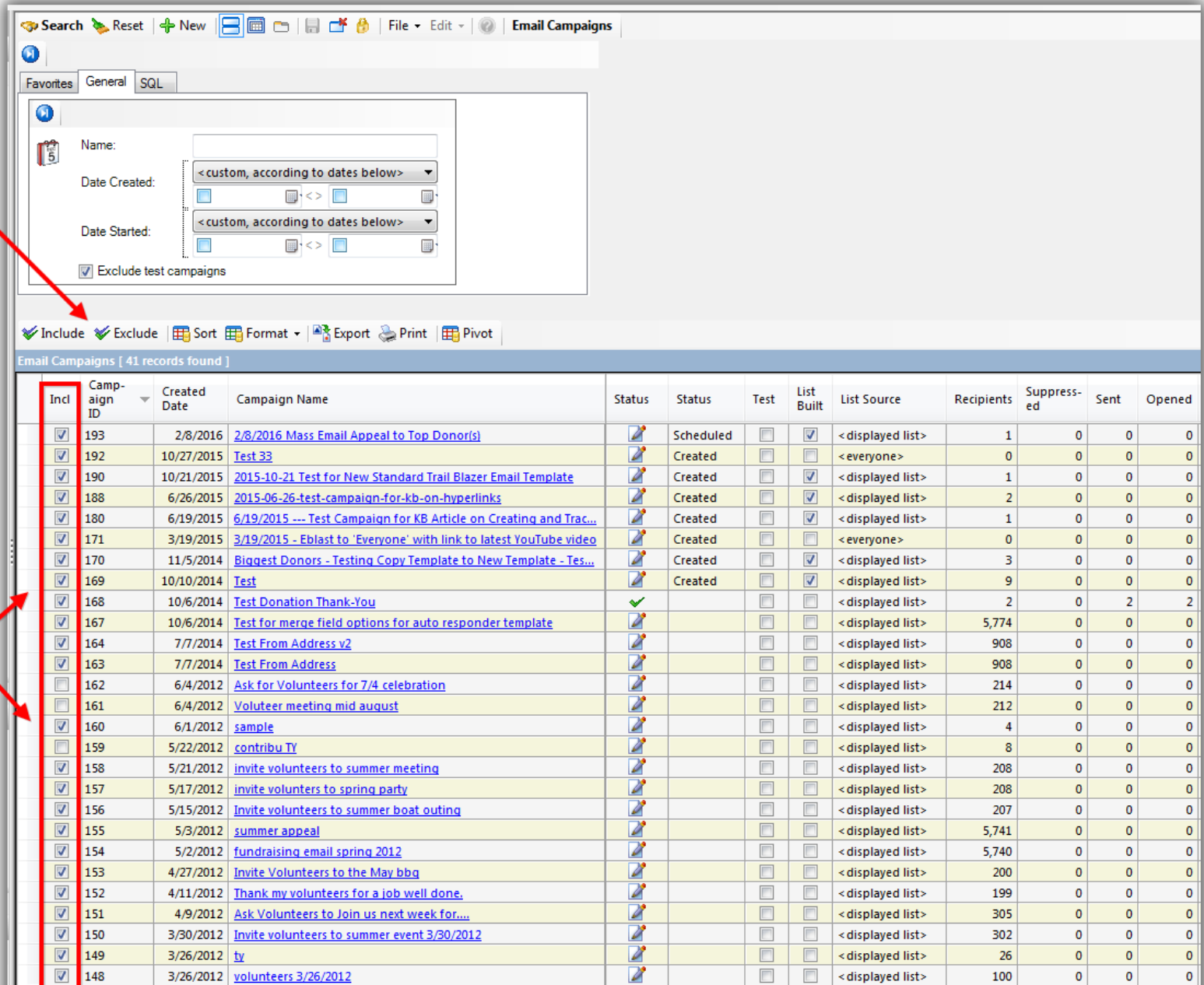
Logon = Joel Kristenson

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Click on the **[Exclude]** button and then check *just* the boxes for the campaigns you want to delete. *In my example I select most of my test campaigns for a total of **25** campaigns to delete.*

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1. Click on the [Exclude] button to remove the check boxes from the 'Include' column.



The screenshot shows the TrailBlazer Email Campaigns interface. At the top, there is a search bar and a menu with options like Search, Reset, New, File, and Edit. Below this is a filter dialog box with fields for Name, Date Created, and Date Started, and a checkbox for 'Exclude test campaigns'. Below the dialog box is a toolbar with buttons for Include, Exclude, Sort, Format, Export, Print, and Pivot. The main area displays a table of 41 email campaigns. A red box highlights the 'Incl' column, and a red arrow points to the 'Exclude' button in the toolbar. Another red arrow points to the 'Incl' column in the table.

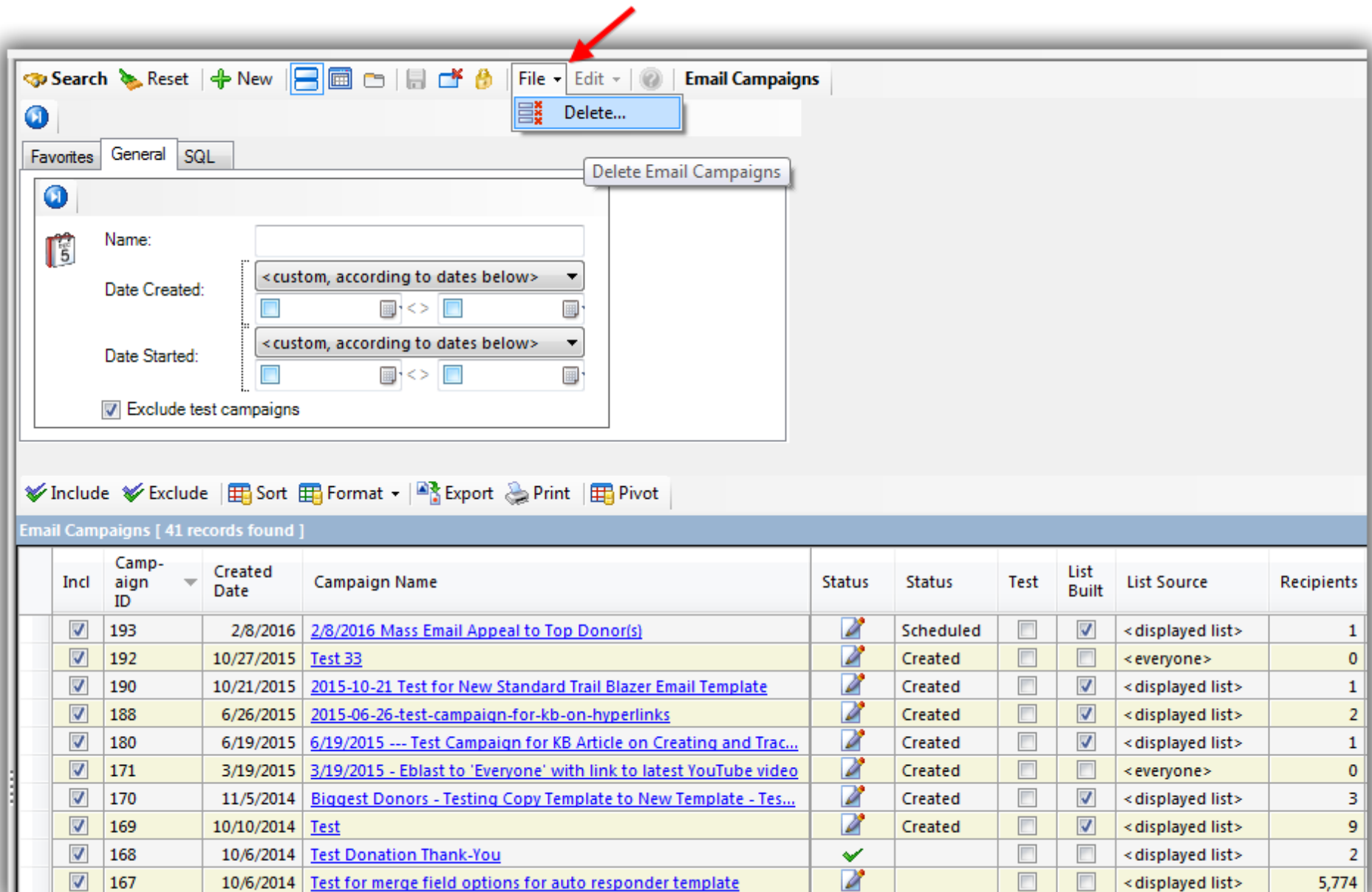
Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppressed	Sent	Opened
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)		Scheduled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	2	0	0	0
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Trac...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1	0	0	0
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Eblast to 'Everyone' with link to latest YouTube video		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0	0	0	0
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testing Copy Template to New Template - Tes...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	3	0	0	0
<input checked="" type="checkbox"/>	169	10/10/2014	Test		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	9	0	0	0
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2	0	2	2
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,774	0	0	0
<input checked="" type="checkbox"/>	164	7/7/2014	Test From Address v2			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0
<input checked="" type="checkbox"/>	163	7/7/2014	Test From Address			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	908	0	0	0
<input type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	214	0	0	0
<input type="checkbox"/>	161	6/4/2012	Voluteer meeting mid august			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	212	0	0	0
<input checked="" type="checkbox"/>	160	6/1/2012	sample			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	4	0	0	0
<input type="checkbox"/>	159	5/22/2012	contribu TY			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	8	0	0	0
<input checked="" type="checkbox"/>	158	5/21/2012	invite volunteers to summer meeting			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	208	0	0	0
<input checked="" type="checkbox"/>	157	5/17/2012	invite volunTERS to spring party			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	208	0	0	0
<input checked="" type="checkbox"/>	156	5/15/2012	Invite volunteers to summer boat outing			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	207	0	0	0
<input checked="" type="checkbox"/>	155	5/3/2012	summer appeal			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,741	0	0	0
<input checked="" type="checkbox"/>	154	5/2/2012	fundraising_email spring 2012			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,740	0	0	0
<input checked="" type="checkbox"/>	153	4/27/2012	Invite Volunteers to the May bbg			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	200	0	0	0
<input checked="" type="checkbox"/>	152	4/11/2012	Thank my volunteers for a job well done.			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	199	0	0	0
<input checked="" type="checkbox"/>	151	4/9/2012	Ask Volunteers to Join us next week for...			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	305	0	0	0
<input checked="" type="checkbox"/>	150	3/30/2012	Invite volunteers to summer event 3/30/2012			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	302	0	0	0
<input checked="" type="checkbox"/>	149	3/26/2012	ty			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	26	0	0	0
<input checked="" type="checkbox"/>	148	3/26/2012	volunteers 3/26/2012			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	100	0	0	0

Check the boxes for 'only' the email campaigns you want to delete.

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

Select **File > Delete**.

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign



The screenshot shows the TrailBlazer software interface. A red arrow points to the 'Delete...' option in the 'File' menu. Below the menu, there is a 'Delete Email Campaigns' dialog box with fields for Name, Date Created, and Date Started, each with a dropdown menu and a date picker. There is also a checkbox for 'Exclude test campaigns'.

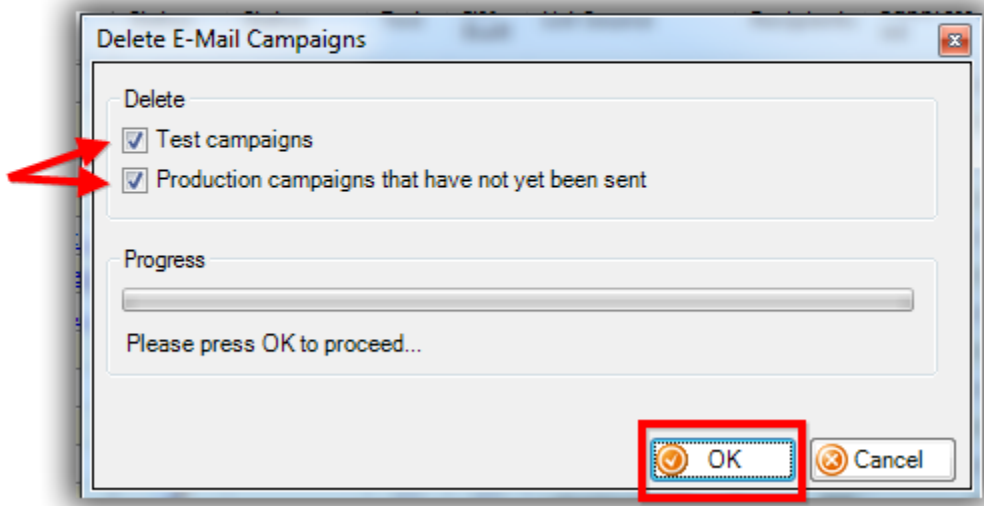
Below the dialog box, there are buttons for 'Include', 'Exclude', 'Sort', 'Format', 'Export', 'Print', and 'Pivot'. The main area displays a table of email campaigns with 41 records found.

Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients
<input checked="" type="checkbox"/>	193	2/8/2016	2/8/2016 Mass Email Appeal to Top Donor(s)		Scheduled	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1
<input checked="" type="checkbox"/>	192	10/27/2015	Test 33		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0
<input checked="" type="checkbox"/>	190	10/21/2015	2015-10-21 Test for New Standard Trail Blazer Email Template		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1
<input checked="" type="checkbox"/>	188	6/26/2015	2015-06-26-test-campaign-for-kb-on-hyperlinks		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	2
<input checked="" type="checkbox"/>	180	6/19/2015	6/19/2015 --- Test Campaign for KB Article on Creating and Trac...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	1
<input checked="" type="checkbox"/>	171	3/19/2015	3/19/2015 - Eblast to 'Everyone' with link to latest YouTube video		Created	<input type="checkbox"/>	<input type="checkbox"/>	< everyone >	0
<input checked="" type="checkbox"/>	170	11/5/2014	Biggest Donors - Testing Copy Template to New Template - Tes...		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	3
<input checked="" type="checkbox"/>	169	10/10/2014	Test		Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	9
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2
<input checked="" type="checkbox"/>	167	10/6/2014	Test for merge field options for auto responder template			<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,774

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

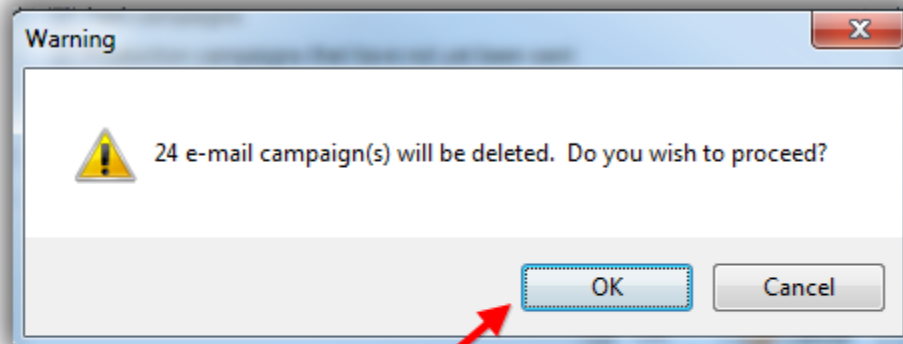
Select your options for which type of campaigns to delete and click **[OK]**.

Select your options for which type of campaigns to delete.



You'll get a pop-up warning, click **[OK]** to proceed if you're 100% sure the correct campaigns are selected.

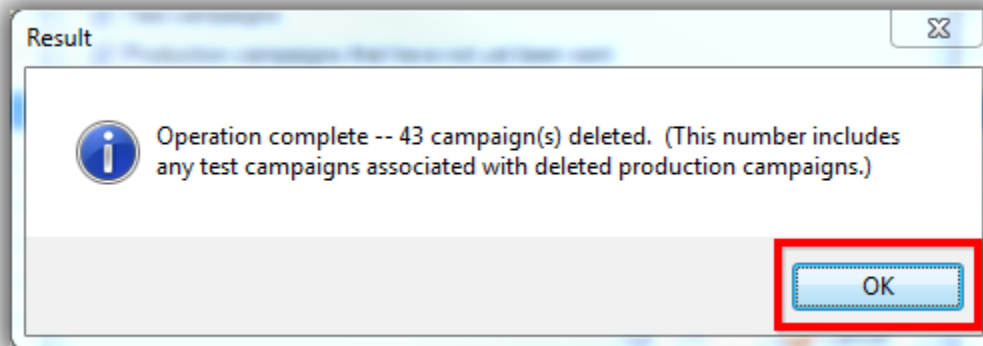
How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign



If you're 100% sure that the correct campaigns are select, click [OK] to proceed.

You'll get another pop-up message once the operation is complete. Click [OK].

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign



If you reset your query, and click **[Search]** it will refresh the list showing only the email campaigns that remain. *In my example the list shrunk to 17 campaigns.*

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

2 **After campaigns have been deleted, click [Reset] and [Search] to refresh.**

Search **Reset** + New [Icons] File Edit [Icons] Email Campaigns

Search filters: Name: [Text Box], Date Created: [Dropdown], Date Started: [Dropdown], Exclude test campaigns

Actions: Include Exclude Sort Format Export Print Pivot

Email Campaigns [17 records found]

Incl	Campaign ID	Created Date	Campaign Name	Status	Status	Test	List Built	List Source	Recipients	Suppressed	Sent	Opened	Open Rate %
<input checked="" type="checkbox"/>	168	10/6/2014	Test Donation Thank-You	✓		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2	0	2	2	100.00
<input type="checkbox"/>	162	6/4/2012	Ask for Volunteers for 7/4 celebration	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	214	0	0	0	.00
<input type="checkbox"/>	161	6/4/2012	Volunteer meeting mid august	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	212	0	0	0	.00
<input type="checkbox"/>	159	5/22/2012	contribu TY	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	8	0	0	0	.00
<input checked="" type="checkbox"/>	146	2/22/2012	Spring 2012 appeal letter	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	868	0	0	0	.00
<input type="checkbox"/>	144	2/22/2012	Invite volunteers to spring event kickoff meeting	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	296	0	0	0	.00
<input type="checkbox"/>	142	2/9/2012	Spring appeal email	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	5,712	0	0	0	.00
<input type="checkbox"/>	141	2/6/2012	Qtrly Newsletter Spring 2012	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	94	0	0	0	.00
<input type="checkbox"/>	140	2/1/2012	Event volunteers	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	21	0	0	0	.00
<input type="checkbox"/>	137	1/23/2012	Invite to spring kick off meeting	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	274	0	0	0	.00
<input type="checkbox"/>	136	1/20/2012	Invite volunteers to spring kick off	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	272	0	0	0	.00
<input type="checkbox"/>	126	11/15/2011	Thank you to past donors	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	271	0	0	0	.00
<input type="checkbox"/>	124	6/29/2011	Thank you!	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	759	0	0	0	.00
<input type="checkbox"/>	122	5/17/2011	Invite volunteers to 7/4 bash	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	249	0	0	0	.00
<input type="checkbox"/>	116	4/18/2011	Mass appeal 4/18/11	[Icon]		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	714	0	0	0	.00
<input type="checkbox"/>	98	1/17/2011	Asking Matters	✓		<input type="checkbox"/>	<input type="checkbox"/>	< displayed list >	2	0	2	0	.00
<input type="checkbox"/>	95	12/17/2010	Demonstration of links	✓	Created	<input type="checkbox"/>	<input checked="" type="checkbox"/>	< displayed list >	2	0	2	2	100.00
<input checked="" type="checkbox"/>	25					0	6		21,151	0	2	2	100.00

How to Cancel a Mass Email Campaign as it's Sending & How to Reschedule a Queued Email Campaign

To learn more about the mass email features, take a look at the links in the **Related Resources** section below.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

Related Resources

Article: [Sending Mass Emails](#)

Article: [Deleting an Email Campaign](#)

Article: [Sending Out Test Emails](#)

Article: [Delayed email messages](#)

Article: [From and Reply To Email Addresses for Mass Emails](#)

Article: [Sample HTML Email Templates with Inline CSS](#)

Article: [How to Create Trackable Links in your Email Campaigns, and How to Analyze those Statistics after the Eblast Goes Out](#)

Article: [How to Create a Hyperlink around a Screenshot of your PDF Newsletter and Hyperlink it to the PDF Document](#)

Article: [How to Create a Hyperlink around a Screenshot of your Video and Link to the Video from your Trail Blazer Email Template](#)

Article: [How Do I Enable A Person To Receive Email Drafts](#)

Article: [Email Thank You Auto-Responders](#)

Video: [Scheduled Emails](#)

Video: [Eblasts Create and Send Eblasts – Includes Image Management](#)

Video: [Eblasts Configure email settings before mass emailing](#)

Video: [Eblasts –Setting people up to receive test \(draft\) emails](#)

Video: [Donation Auto Responders with Merge Fields](#)

Video: [Thank you's using mass email](#)

Trail Blazer Live Support

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✉️ **Email:** support@trailblz.com

📘 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

🐦 **Twitter:** <https://twitter.com/trailblazersoft>

** As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.

** After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

** This service is included in your contract.*