This article applies to Ascent360 users who use Acoustic to send emails.

Unscheduling an Email within Acoustic

1. Go to **Scheduled and sent** tab.

2. Select the email which shows as **Scheduled**.

3. The **Delete** button will be disabled.

4. On **Actions** menu of the email, select **Unschedule**.

5. Confirm your **Unschedule** selection.

6. You can now see the status of this email as **Cancelled** under the **Scheduled and sent** tab.

7. If you unscheduled an email, the **Delete** option is enabled and you're able to delete it.

To **schedule the email again**, open the email from the Email campaigns view and click **Review and send**.