

How-to Cancel a broadcast email before it is sent

Category: Email Campaigns

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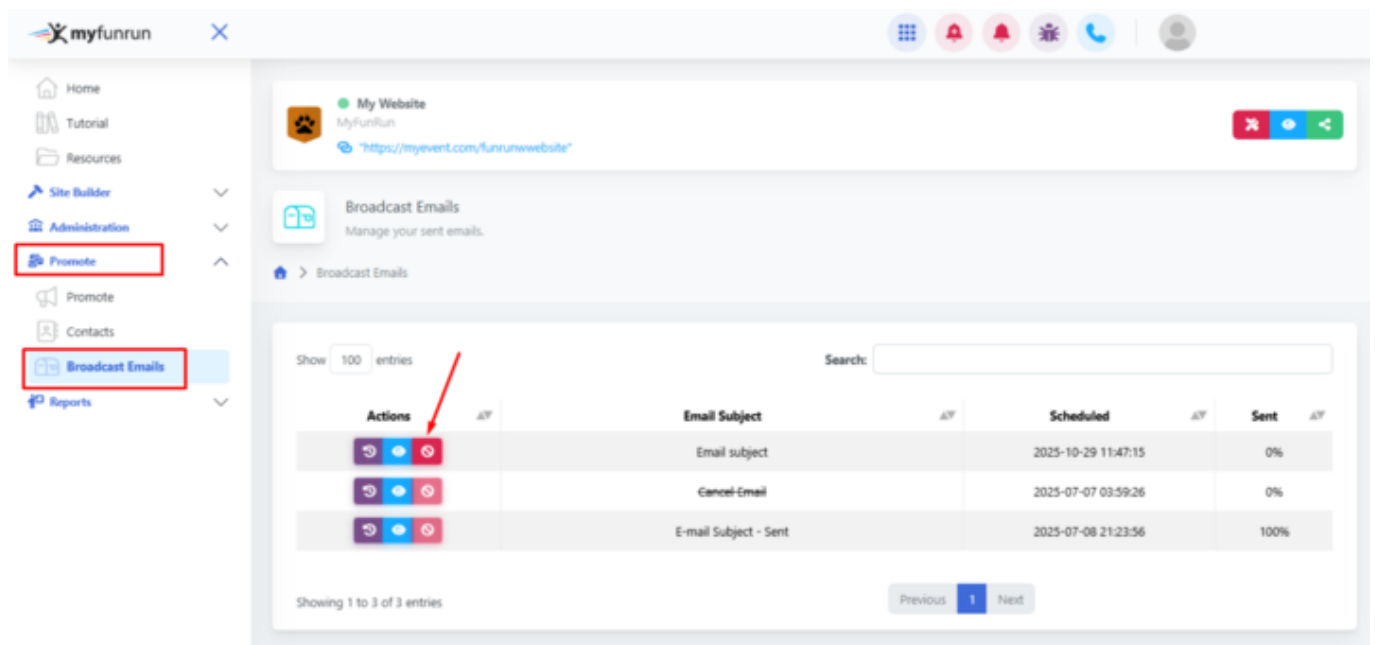
Reading Time: 1 min

Need to cancel a broadcast email before it's sent?

No worries!

You have a **10-minute window** to stop it before it goes out.

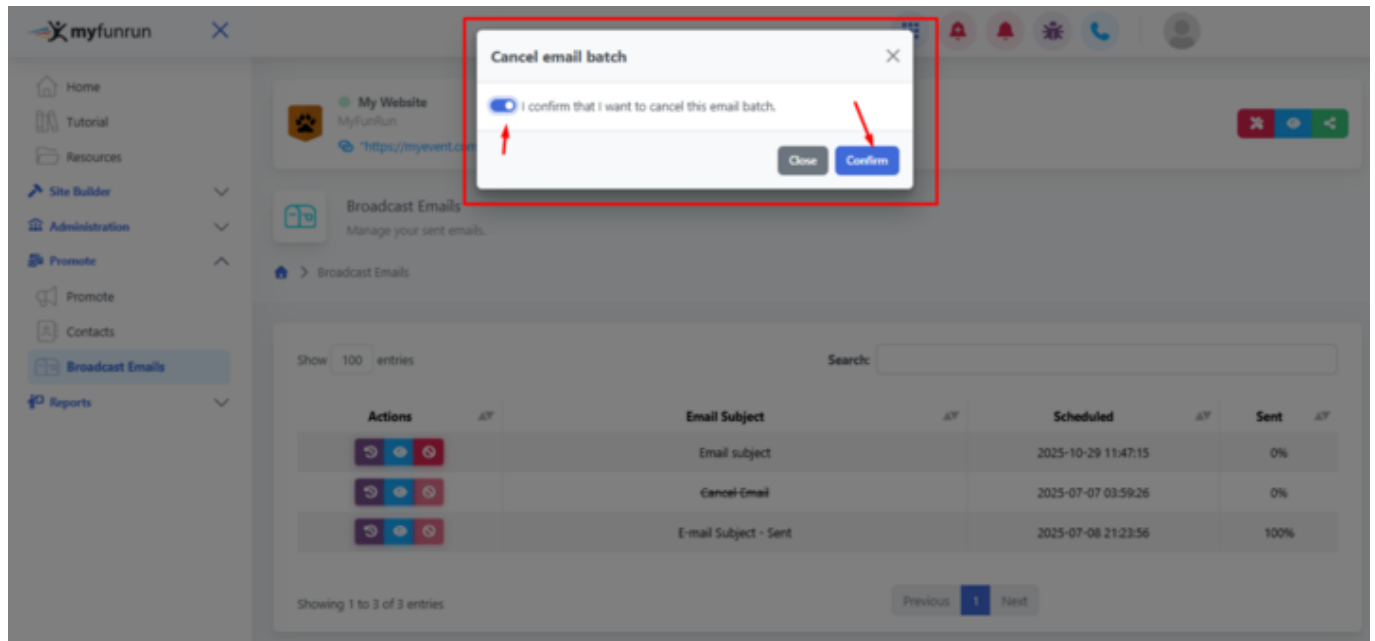
- Log in to your dashboard, and go to Promote -> **Broadcast Emails**
- Locate the email in the **queue**.
- Click **Cancel**, the button will only be active **before the email batch is sent**



The screenshot shows the myfunrun dashboard. On the left sidebar, 'Promote' and 'Broadcast Emails' are highlighted with red boxes. The main content area shows the 'Broadcast Emails' section with a table of email batches. A red arrow points to the 'Cancel' button in the 'Actions' column for the first batch.

Actions	Email Subject	Scheduled	Sent
	Email subject	2025-10-29 11:47:15	0%
	Cancel-Email	2025-07-07 03:59:26	0%
	E-mail Subject - Sent	2025-07-08 21:23:56	100%

Click in the **confirm** toggle to cancel the email batch.



Once canceled, the email will appear **with a strikethrough** in the list.

Actions	Email Subject	Scheduled	Sent
  	Test-Subject	2025-10-27 16:33:33	0%