Broadcast - managing drafts

This article applies to:

Follow the steps below to manage your sent, scheduled, and drafted broadcast emails.

**Pro-Tips!**

- Currently, there is no way to bulk delete broadcast drafts. This will be addressed in a future update.
- A sent email cannot be deleted as the data is tied to the contact record. This too will be addressed in a future update.

1. Go to **Comms > Email broadcasts** from the left hand navigation.

2. Click the **Filter** button.

3. Select **Drafts**.
4. From the multiple dots you can Edit, or delete a draft.