

Broadcast - managing drafts

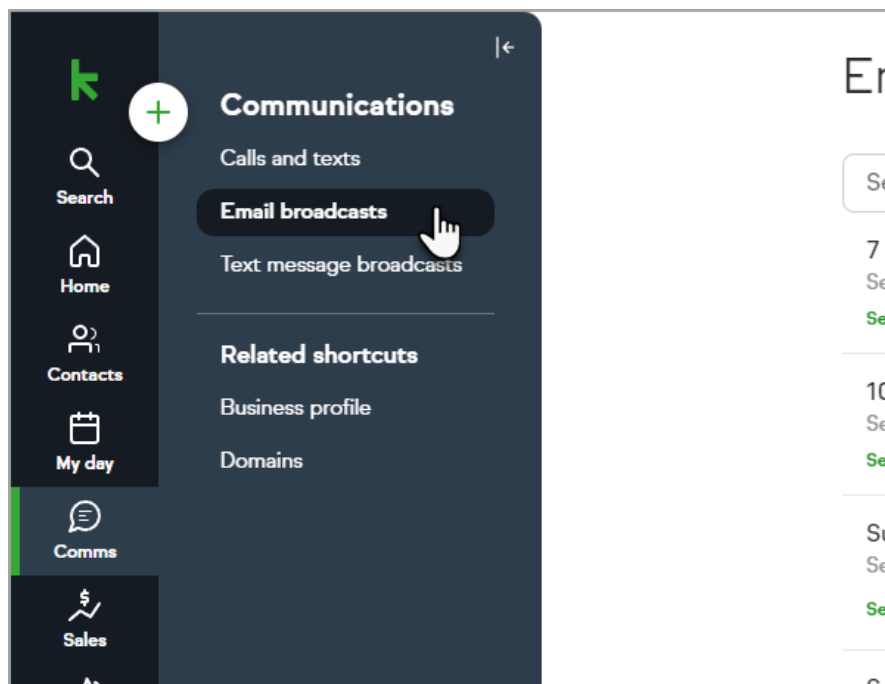
This article applies to:

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

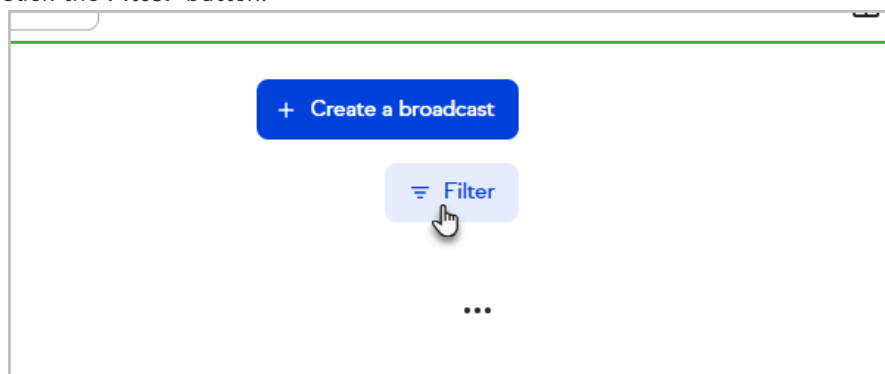
Pro-Tips!

- 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

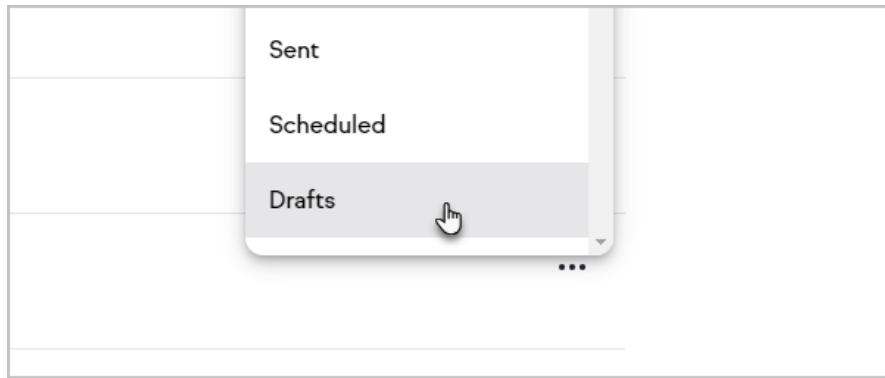
1. Go to **Comms > Email broadcasts** from the left hand navigation.



2. Click the **Filter** button.



3. Select **Drafts**.



4. From the multiple dots you can Edit, or delete a draft.

