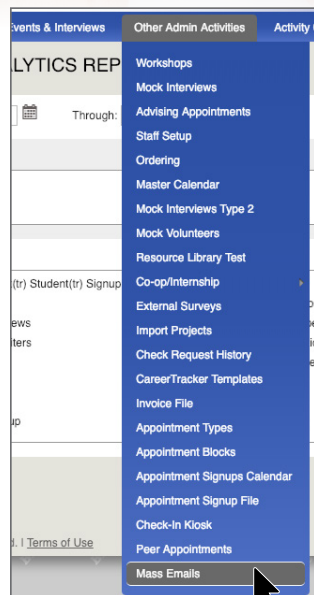


# View Scheduled + Cancel Mass Emails

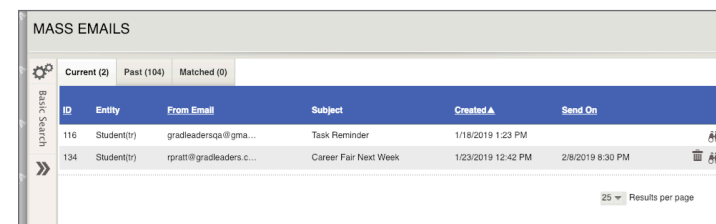
1

Sign into GradLeaders Career Center and select **Other Admin Activities > Mass Emails**



2

View current emails in progress and past emails previously sent or perform a Basic Search to find the email of interest

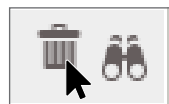


MASS EMAILS					
Current (2)		Past (104)		Matched (0)	
ID	Entity	From Email	Subject	Created ▲	Send On
116	Student(tr)	gradleadersqa@gma...	Task Reminder	1/18/2019 1:23 PM	
134	Student(tr)	rprratt@gradleaders.c...	Career Fair Next Week	1/23/2019 12:42 PM	2/8/2019 8:30 PM

25 Results per page

3

Click **Trash Can** to cancel a scheduled mass email



4

Click the **Binoculars** to view batch email results



 **It's that easy!**