Setting up an email marketing campaign schedule

Where do I find it?

Once you've created an email marketing campaign, you must set a schedule for it to run. You can set a schedule for an Email Marketing Campaign by going to **Services > Email Marketing: Campaigns**, clicking on the Campaign's **Name** and clicking **Set Run Schedule**.

On this page:

- Creating a run schedule

Creating a run schedule

Any campaign that you have activated can be set to run automatically. At the bottom of the page for each campaign are buttons enabling you to delete, edit, or activate the campaign. You can deactivate the campaign at the same place.

Each Email Marketing Campaign can be set to run once at a specific time, or on a daily basis. Simply click the name of the campaign and select **Set run schedule** to set the campaign schedule.

Run Frequency: Select either daily or once.

Run Date: Select the date and time the campaign will be sent.

> ⓘ We would recommend that you do not set your campaign to run in the middle of the night. Most emails sent/received late at night are spam, and sending your campaign at that time may cause more of your messages to be blocked by spam filters.

Click **Save** to save the run schedule for the campaign.

> ⚠ Emails sent from the Email Marketing Service will include your organization's physical address taken from your account. This is a requirement of the CAN-SPAM Act. Your street address will always be included.

Popular Questions

> We can't find any questions. Check the topic exists.

Have a question about this topic?