

# Stop Messages

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## Summary

A practice may wish to enable the [Stop Messages](#) feature for two reasons:

1. Your practice or a specific provider has cancelled appointments for a day in which appointments have been scheduled. Using the *Closed Days* feature will immediately stop messaging for appointments on the selected day(s).
  2. Your practice wishes to disable the patient's ability to [schedule an appointment online](#) on a day appointments are usually available.
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## Enable Closed Days for a Specific Day

To enable the *Stop Messages* feature for a specific day:

1. Go to **Settings > Message Settings > Stop Messages**
2. Select **Entire Office** or a specific provider
3. Click on the **calendar day**
4. Click **Save**. Once saved, the saved date appears in red

Choose specific Provider or "Entire Office":

--Entire Office--

Click any day to stop or allow messages:

December 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Stopped days for: --Entire Office--

12/21/2017

SAVE

Stop Messages Screen