

# Delayed Messaging Status

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## Summary

To view future messaging set up using the SEND LATER feature in the Communication Center, click Delayed Messaging Status:

1. Choose to see either 2 or 4 months at a time. Days enabled with SEND LATER messaging will show in green.

### Delayed Messaging

Show 2 Months At A Time ▼  
Show 2 Months At A Time  
Show 4 Months At A Time

#### February 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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				



#### March 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	

Calendar with SEND LATER days enabled

2. Click on the calendar date in green to display the details of the send later message, including; method of delivery, target group, templates used, and the date and time to send. You have the ability to change the date and send time or cancel the messaging.

### Messages To Be Sent - Wednesday, February 22, 2023

Delivery type	Name	Date to send	
	Population. Email: Post Op 1 (Email PostOp). SMS: Post	2/22/23 9:00 AM	CHANGE TIME
	Care (Sms PostOp)		CANCEL

View messages to be sent later