

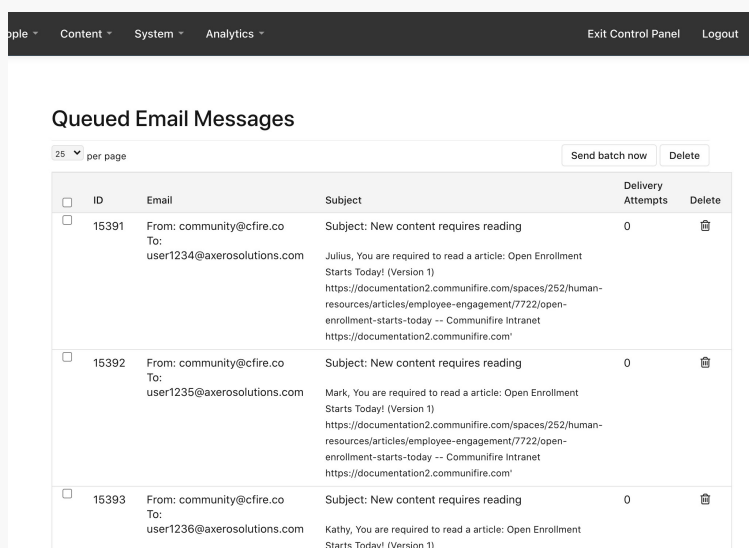
Email Queue

Version 14

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View emails in the queue. You'll see the email ID, to and from address, subject and body, and delivery attempt count. You can send or delete queued emails. To view the email queue, go to **Control Panel > System > Email Queue**.

Note: If the delivery attempt is at 6, the email will never be sent. This can happen when your email settings are incorrect, and Communifire is unable to send emails.



The screenshot shows the 'Queued Email Messages' interface. At the top, there are navigation tabs: 'Home', 'Content', 'System', and 'Analytics'. On the right, there are links for 'Exit Control Panel' and 'Logout'. Below the tabs, the title 'Queued Email Messages' is displayed. There is a dropdown menu set to '25 per page' and two buttons: 'Send batch now' and 'Delete'. The main content is a table with the following columns: 'ID', 'Email', 'Subject', 'Delivery Attempts', and 'Delete'. There are three rows of data, each representing a queued email message.

ID	Email	Subject	Delivery Attempts	Delete
15391	From: community@cfire.co To: user1234@axerosolutions.com	Subject: New content requires reading Julius, You are required to read a article: Open Enrollment Starts Today! (Version 1) https://documentation2.communifire.com/spaces/252/human-resources/articles/employee-engagement/7722/open-enrollment-starts-today -- Communifire Intranet https://documentation2.communifire.com	0	
15392	From: community@cfire.co To: user1235@axerosolutions.com	Subject: New content requires reading Mark, You are required to read a article: Open Enrollment Starts Today! (Version 1) https://documentation2.communifire.com/spaces/252/human-resources/articles/employee-engagement/7722/open-enrollment-starts-today -- Communifire Intranet https://documentation2.communifire.com	0	
15393	From: community@cfire.co To: user1236@axerosolutions.com	Subject: New content requires reading Kathy, You are required to read a article: Open Enrollment Starts Today! (Version 1)	0	

Options

Click **Send Batch Now** to send the next batch of emails, based on throttle settings in **Control Panel > System > General Settings > Email Settings** .

To delete a queued email, click the trash icon.

To delete multiple queued emails, check the emails then click **Delete**.

Related

[How to Unsubscribe From All Digest Emails](#)

Too many emails? Unsubscribe from the digest emails.

tags : site-administrator