

How to...

AUTOMATION STEP SCHEDULING



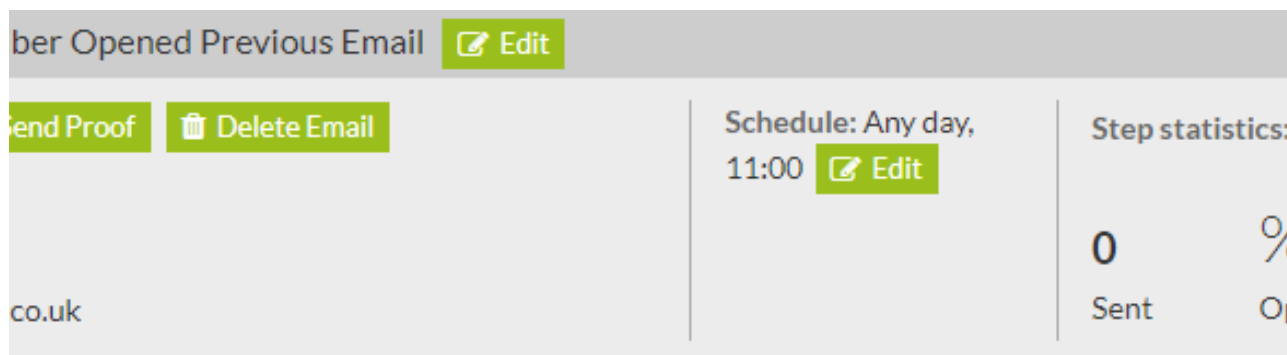
How to... Schedule a Step

Step Scheduling ensures your emails are sent at the optimum time for your Contacts.

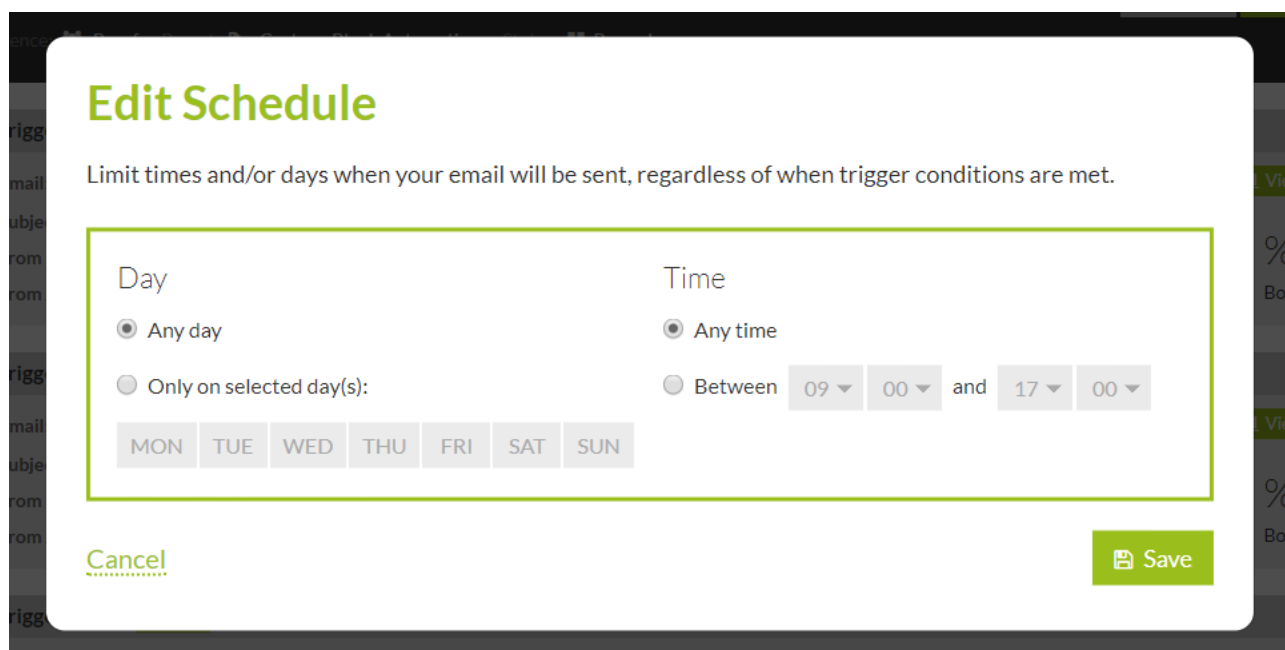
Regardless of what triggers your Step to send an email, or when the trigger occurs, you can control the time window it's sent in.

Setting when to send

Click Edit in the Schedule panel of a Step to begin.



The Edit Schedule modal window will open up.



From here you can limit email sending by Day, Time, or both (or neither, by leaving it alone!)

- Click on individual Days to select and deselect them.
- Click on the Time drop down options to choose a window of time for that Step to send emails. These can be set in 15-minute increments between 00.00 and 23.45 on each day.

In the following example we've selected weekdays between 9.00am and 5.30pm:

Edit Schedule

Limit times and/or days when your email will be sent, regardless of when trigger conditions are met.

Day

Any day

Only on selected day(s):

MON TUE WED THU FRI SAT SUN

Time

Any time

Between 09:00 and 17:30

[Cancel](#) Save

This means that if the Step is triggered outside of this timeframe, it will not actually send any emails until the Schedule allows it to. If the Step is triggered inside this timeframe, it will send immediately.

Click Save to update that Step with your choices and return to your Steps view.

Number Opened Previous Email Edit

Send Proof Delete Email

Schedule: Mon, Tue, Wed, Thu, Fri, 9:00-17:30 Edit

Step statistics:
0 Sent %

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