


# Re-using a Previous Broadcast

Re-using a previously sent Broadcast is a great way to save some time by starting with a template and format that you already like.

**Step 1:** Visit your Broadcast page

 and or type unknown

**Step 2:** Scroll down to the section labeled "History" to find your previously sent Broadcast.

**Step 3:** In the far right column you will see a selection for "Actions" Click on that and you will see the following options:

 and or type unknown

**Step 4:** Select "Resend Options" and then select "Create a new campaign based on this campaign" and click Continue.

 and or type unknown

**Step 5:** Create and edit your Broadcast message as normal.

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