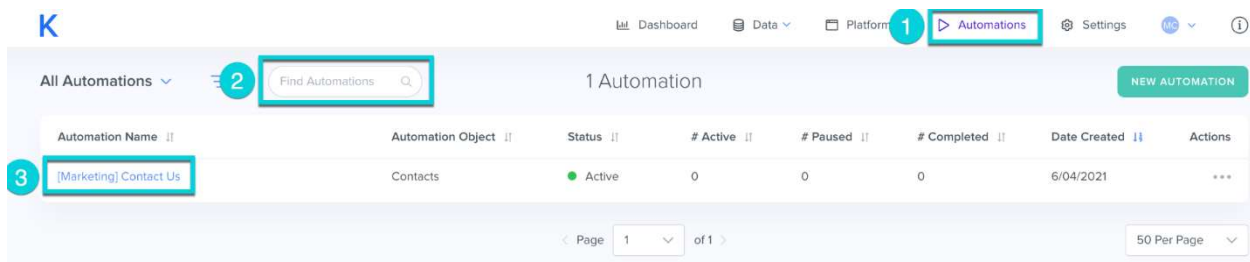


## Edit Existing Automation

To edit an Automation, follow these steps:

1. Navigate to Automations tab from the top menu bar
2. Search for the Automation you would like to edit
3. Click on the Automation Name



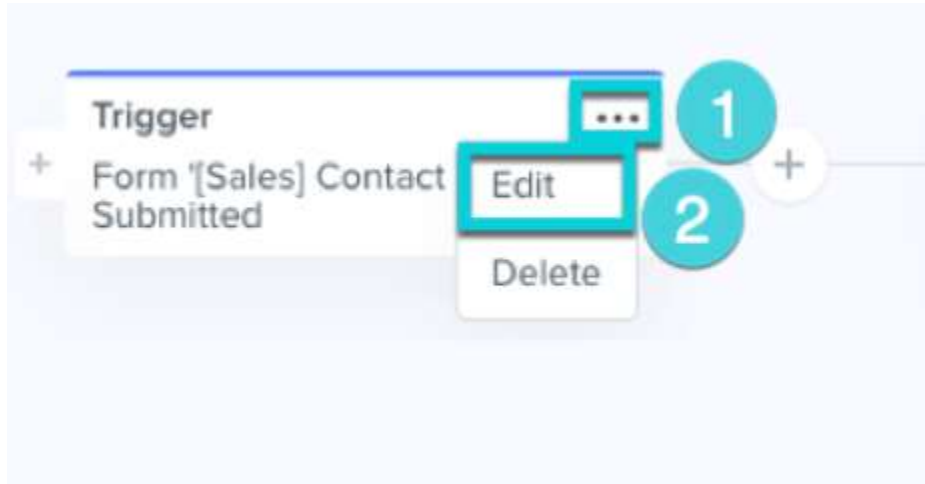
4. Make the necessary changes:
  - 4.1 Follow the steps to [edit the existing step](#)
  - 4.2 Follow the steps to [reorder existing steps](#)
  - 4.3 Follow the steps to [delete the existing step](#)
  - 4.4 Follow the steps to [add a new automation step](#)
5. Click Save, once the changes are complete

**Hint:** Adding a step to an Automation only applies to future contacts on that Automation, except in these scenarios:

- Contacts currently on a [delay](#) step will start the new steps if the new step is placed after the delay
  - Contacts currently waiting on a goal step will start new steps if the new step is placed after the goal
-

## Edit an Existing Automation Step

1. Click the "... " icon next to the step you would like to change
2. Click Edit

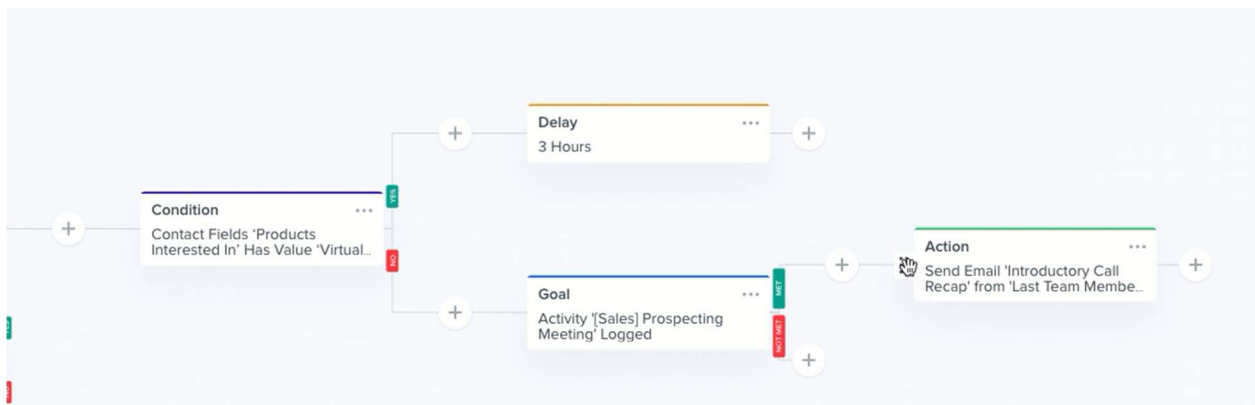


3. Make the necessary changes
4. Click Save

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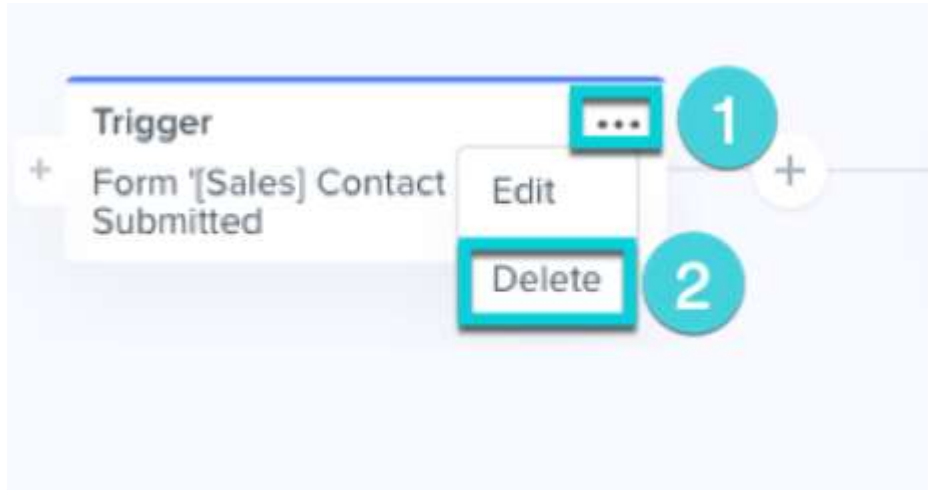
## Reorder Existing Automation Steps

1. Hover over the left-hand side on the step you would like to move
2. Select the reorder icon
3. Drag and drop the step to the new location in the automation



## Delete an Existing Automation Step

1. Click the "... " icon next to the step you would like to edit
2. Click Delete



## Add an Automation Step to an Existing Automation

Add an automation step by clicking the + icon or by drag & dropping **Actions**, **Conditions**, **Delays**, and/or **Goals**

