

March 20, 2023

Schedule Send

In Outlook

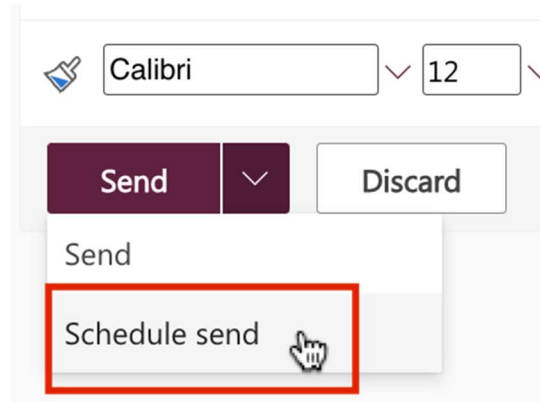


Table of Contents

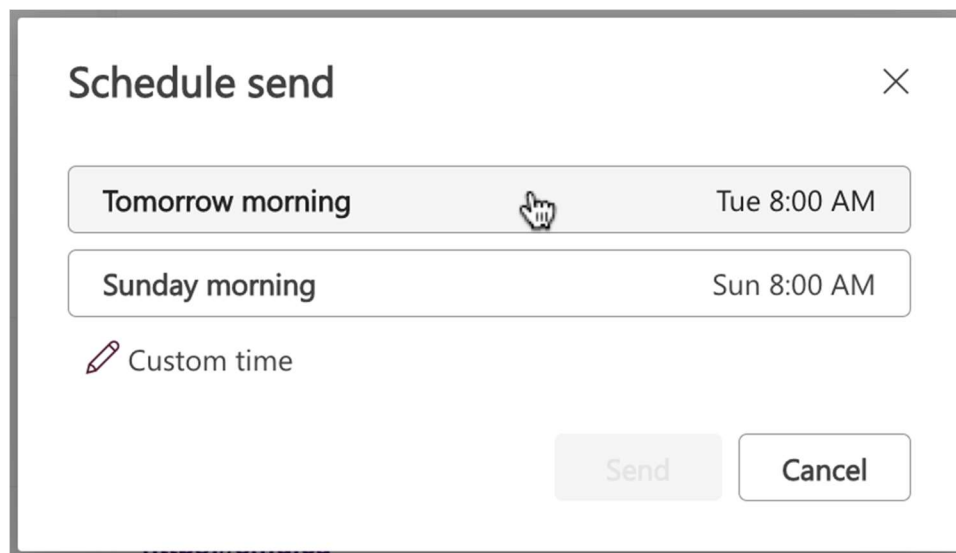
Using Outlook on the Web.....	3
Using Outlook Desktop Application.....	5

Using Outlook on the Web

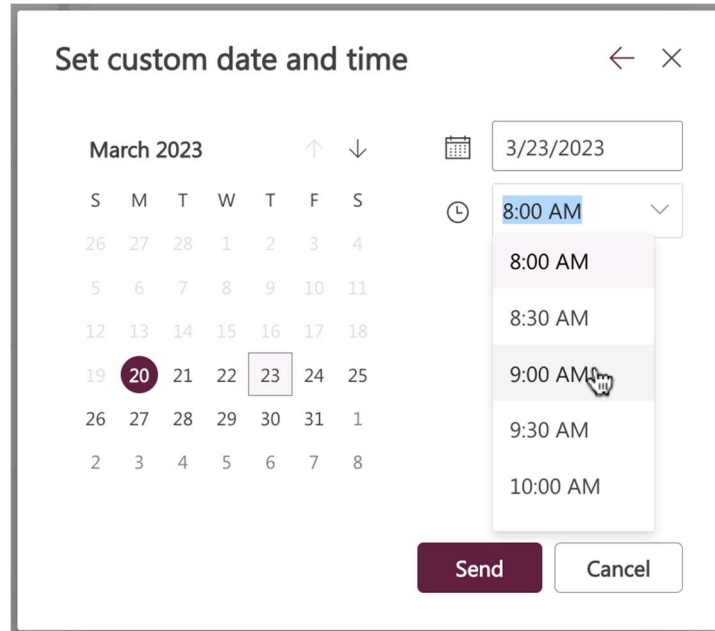
1. After typing in your message, click on the **down-arrow** right beside the **Send** button at the bottom. Then click on **Schedule send**.



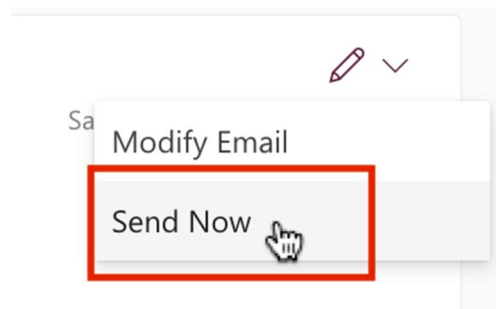
2. A box will appear with two suggested time options. If the suggested times are not when you want to send the email, click on the **Custom time** button at the bottom.



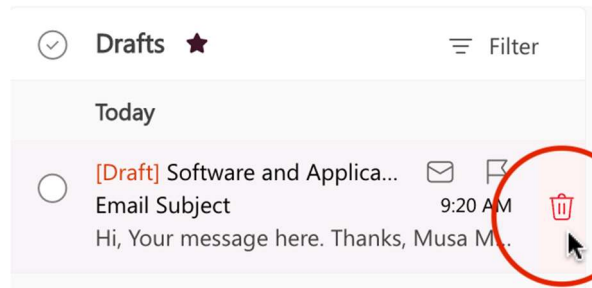
3. After pressing the **Custom time** option, choose the date and your time when you want the message to be sent, then click **Send**.



4. You can find your scheduled email saved in the **Drafts** folder.
5. To send a scheduled email right away, go to the email in your **Drafts** folder, then click on the **down-arrow** beside the **Schedule send options** pencil icon at the top right corner of the email. Then select **Send Now**.

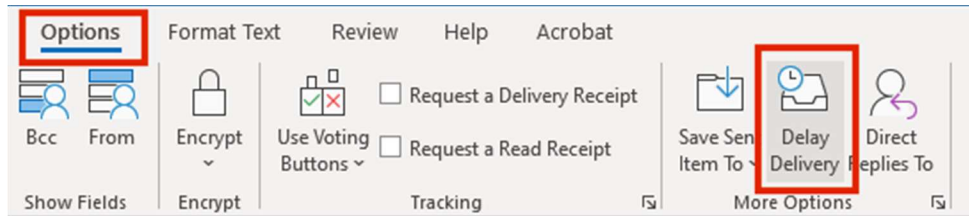


6. If you want to **cancel/delete** the scheduled email, then go to your **Drafts** folder and click on the **trash icon** on the right side of the email.

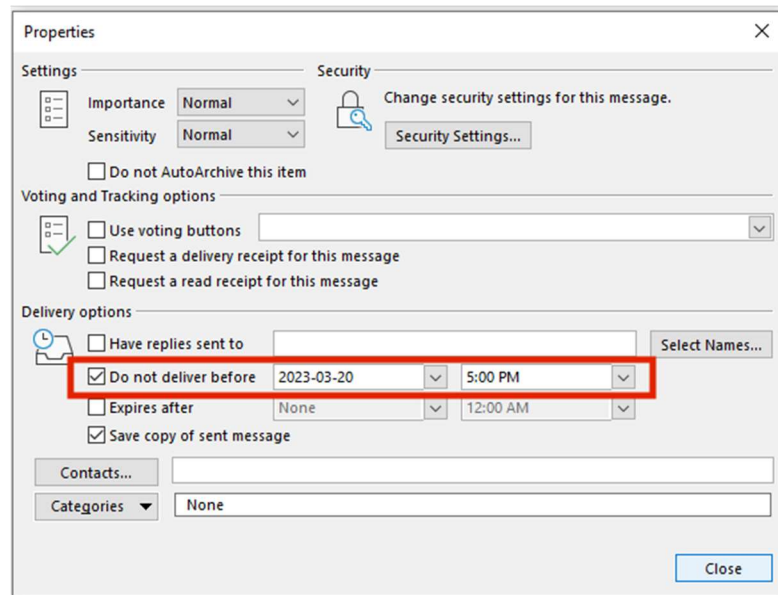


Using Outlook Desktop Application

1. Type in a new message. Then at the top of the navigation bar, click on the **Options** tab. Then select the **Delay Delivery** button.

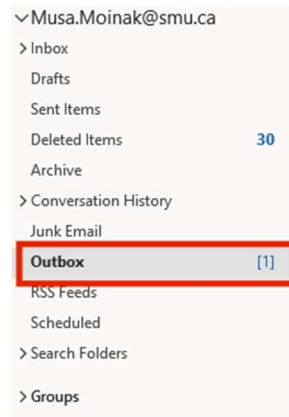


2. Check the **Do not deliver before** option and set your date and time when you want the email to be sent. Then click on **Close**.

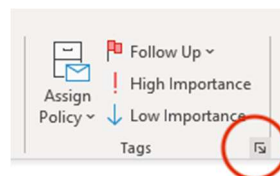


Now press **Send**. **Note:** The Outlook desktop application must remain **open** in order to send the message at the scheduled time.

3. Go to your **Outbox** folder and you can find your scheduled email.



4. To send a scheduled email right away, double-click on the email in your Outbox folder. Go to the **Message** tab from the top navigation bar, then click on the **Message options** pointed arrows at the bottom right corner of the **Tags** section.



Uncheck the **Do not deliver before** option as seen on step 2, and then click **Close**. Then press **Send**.

5. To **cancel/delete** a scheduled email. Go to your **Outbox** folder, and then click on the **Trash** icon on the right side of your scheduled email.

