How to Schedule Emails

Outlook

To schedule an email in Outlook you must be using the desktop application. This will not work on mobile or on the web. Once you have created a new message, click on the **Options** tab, and click the three dots icon. Select Delay Delivery from the drop-down menu. In the window that comes up, under **Delivery options**, check the checkbox **Do not deliver before**. You can either type in a date and time or use the dropdown to pick one. Go ahead and close the window. The email will end up in your Outbox where you can make changes which also includes adjusting the send time if needed. One important thing to note is you will need to keep the Outlook application open for the email to send. If you close the Outlook application, it will send the email once you reopen the application next.

Gmail (Browser)

After you have written your email, click the arrow next to **Send**. Then click **Schedule send**. You can then select one of the predetermined options or pick a custom date and time. When you are done, click **Schedule Send**.

Gmail (Mobile)

To schedule emails in Gmail mobile, click on the three dots in the top right corner. Like the browser version, you can pick a predetermined time or set your own time. Then select **Schedule send**.