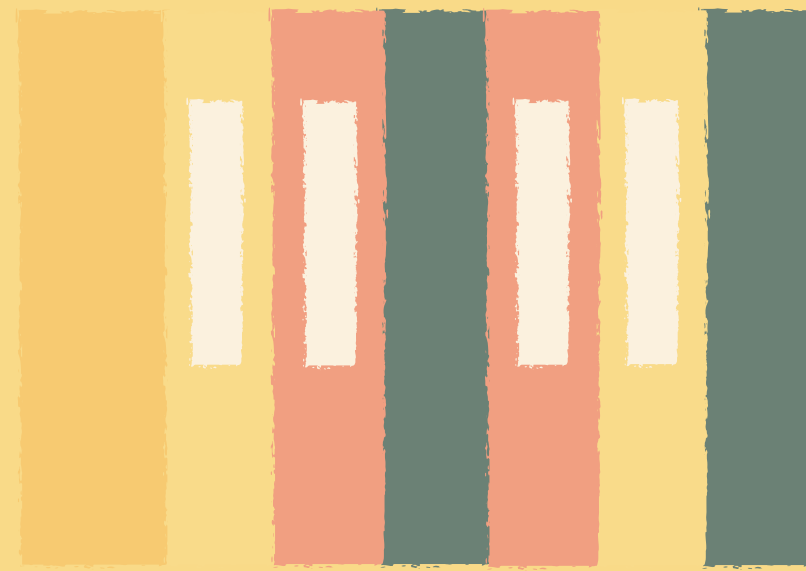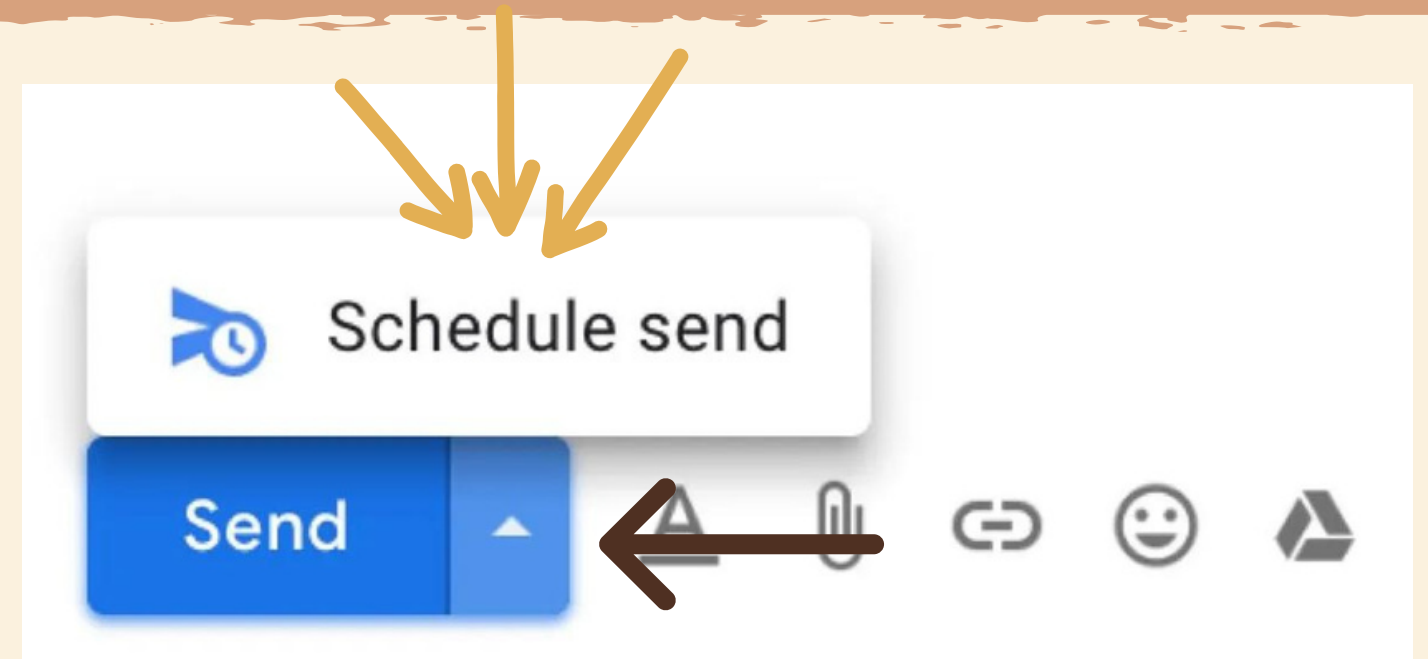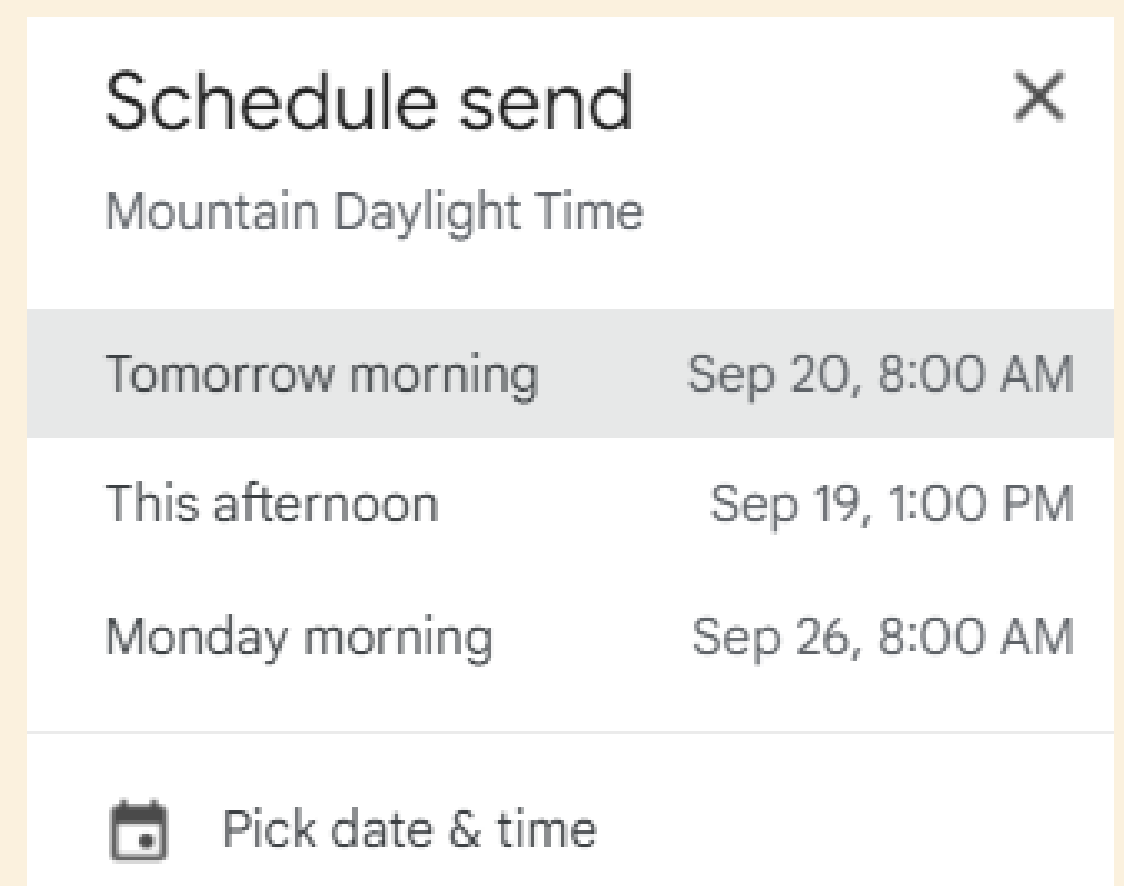# HOW TO SCHEDULE AN EMAIL
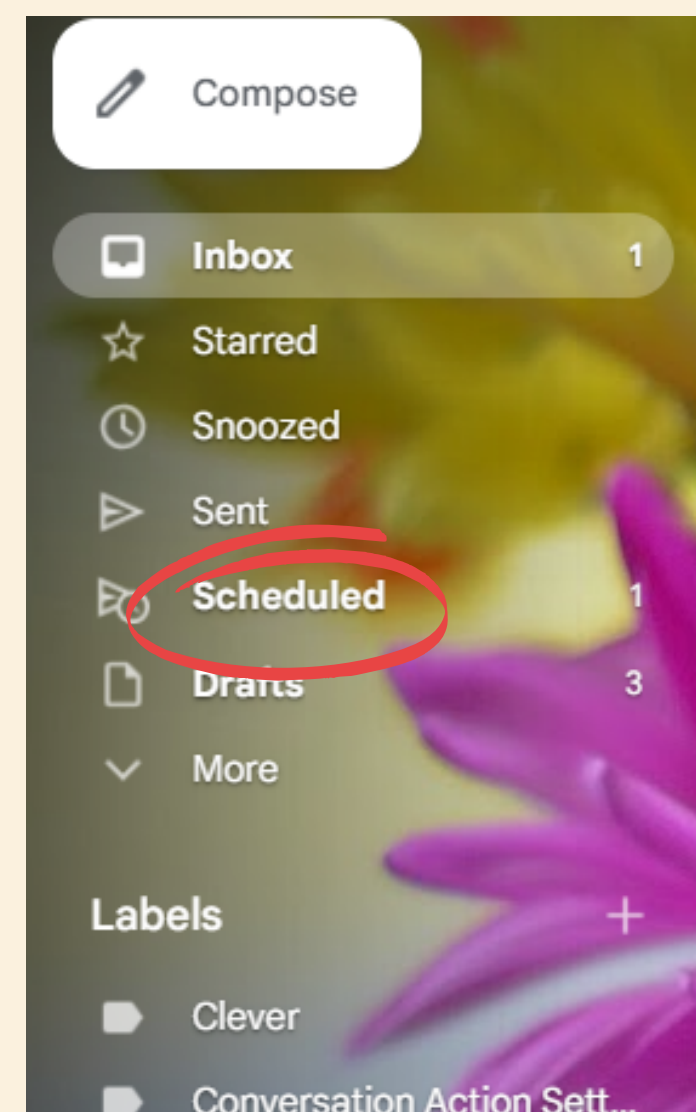
When you are ready to send your email, click on the drop-down arrow beside the SEND Button, and then select "Schedule Send"

Schedule send

Send

A screen will open up and you can select from the list of options or pick your own date and time by clicking "Pick date & time" at the bottom. Then click on "Schedule Send"

Schedule send ×

Mountain Daylight Time

Tomorrow morning	Sep 20, 8:00 AM
This afternoon	Sep 19, 1:00 PM
Monday morning	Sep 26, 8:00 AM

Pick date & time

You can find your Scheduled Emails in the list on the left pane.

Compose

Inbox 1
Starred
Snoozed
Sent
Scheduled 1
Drafts 3
More

Labels +

Clever
Conversation Action Sett...

You can cancel your send by opening scheduled emails and checking the box and clicking on Cancel Send at the top

Cancel send

Messages in Scheduled will be sent at their scheduled time.

To: Annelise   Computer - Shari Morse Technology S