

How to Delay or Schedule Email in Office 365

Outlook on the web

1. After composing your message, select the dropdown menu next to the **Send** button at the bottom of the message (next to Discard).
2. Select **Send later**:
3. Select the date and time you'd like the email to be delivered and click **Send**.

[Video Demonstration – Screen Capture](#)

Outlook for Windows

1. After composing your message, click the **Options** tab.
2. In the **More Options** group, click **Delay Delivery**.
3. Under Delivery options, check the box for **Do not deliver before**, and select a date and time.
4. After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

[Video Demonstration – Screen Capture](#)

Outlook for Mac

1. After composing your message, select the Down Arrow next to **Send**.
2. Select **Send Later**.
3. Use the Dropdown Menus to select the date and time you wish to have the email delivered.
4. Select **Send**.

[Video Demonstration- Screen Capture](#)

Apple Mail

Apple Mail currently does not have the Send Later function built in. If users want to utilize the Send-Later function, then it is recommended to use Outlook.