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.