# Schedule Outlook Emails

This is a tip that we learned at last month's Outlook training. We have the ability to schedule an email to send at a later time. This is particularly useful if you need something to send while you are on vacation, or in cases where you want to take care of it so you don't forget, but it's too early to go out at the moment.

Steps using the Outlook Web App

When you start to compose a new email you'll see the send button at the bottom. Click on the drop-down arrow and select "Send later".
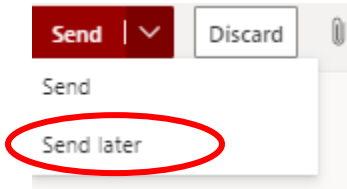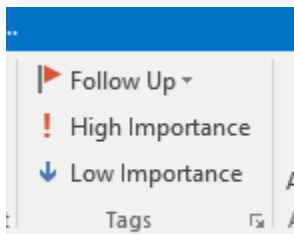

Next, choose your date and time and select "Send". Your email will go out at the selected date and time.
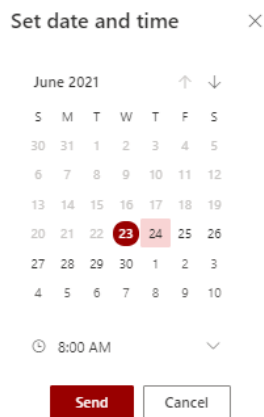
Steps using the Desktop Version of Outlook

Open a new email. Click on the pop out arrow in the "tags" group.

Check the box marked, "do not deliver before" and set your date and time.