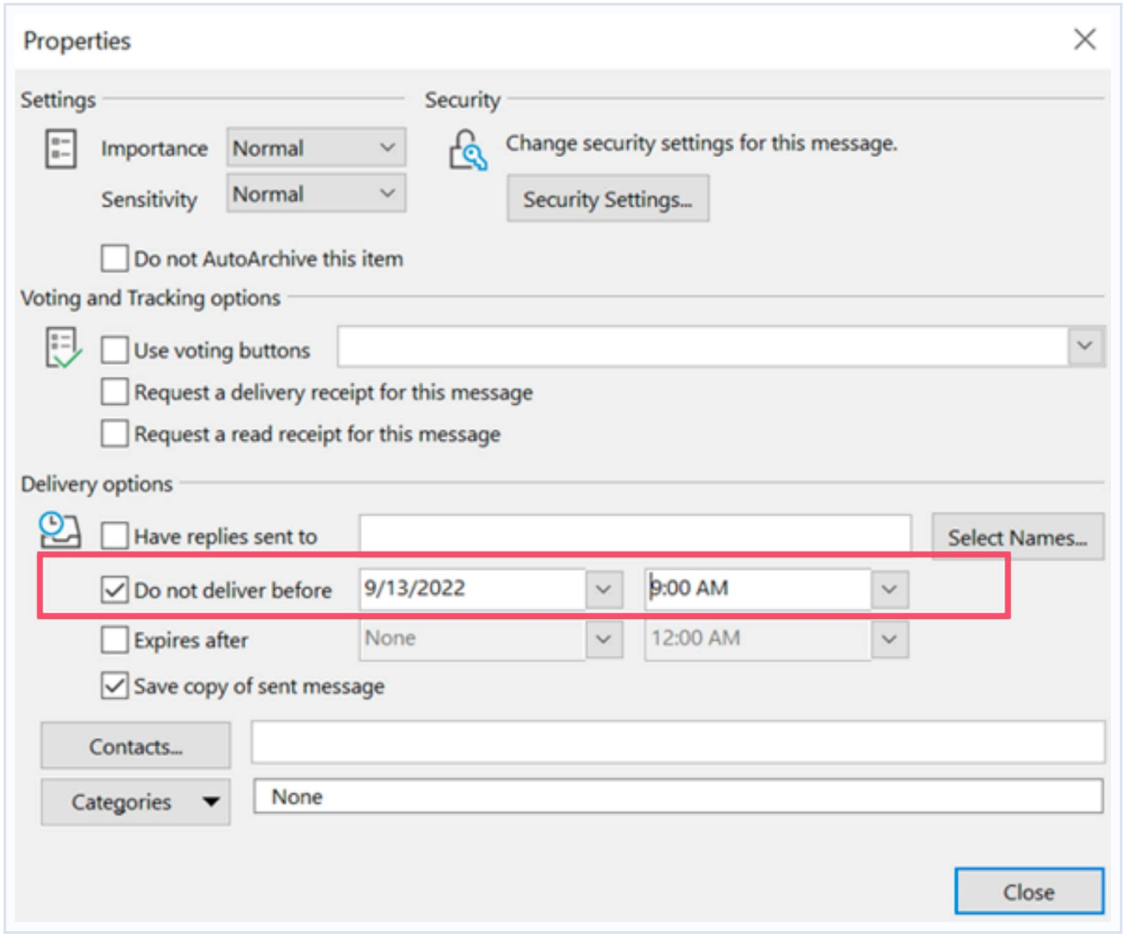
How do I schedule email in Outlook for later delivery?

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Printing & Usage Overview

You just hit Send on an Outlook message and realized you need to schedule email outlook . The option works in most recent Outlook versions, though some steps may differ depending on your account type. Open the email, click the three-dot menu, and choose Outlook send later to pick a date and time. After you set the time, the email will sit in the Outbox until it sends automatically. Quick answer: use the send later option to schedule email Outlook (limits apply) If you prefer a one time delay, the classic delayed delivery setting can be used instead of the newer Send Later option. It works the same way by placing the message in the Outbox until the chosen time. The Send Later feature requires a Microsoft 365 or Exchange account; it is not available for POP/IMAP accounts. This limitation ensures the email server can handle the scheduled delivery. You can schedule email Outlook by selecting the Send Later command

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