SEND A DELAYED/SCHEDULED MESSAGE IN OUTLOOK 365 WEB APP

Please see [Tips for Microsoft 365](#).

This following **Send later** feature allows you to send a composed email message at a later date and time.

1. On the left navigation pane of your Outlook 365 web app, click the **New message** button.
2. On the bottom taskbar of your new message, click on the down arrow physically located on the **Send** button.
3. Click **Send later** from the drop-down menu.
4. ***"Set date and time"*** dialog box will open.
5. Next, select your preferred date and time that you would like the message to be sent.
6. Click **Send** when finished.