Creating and Scheduling Email to Send Later

11 Steps   [View most recent version ↗](#)
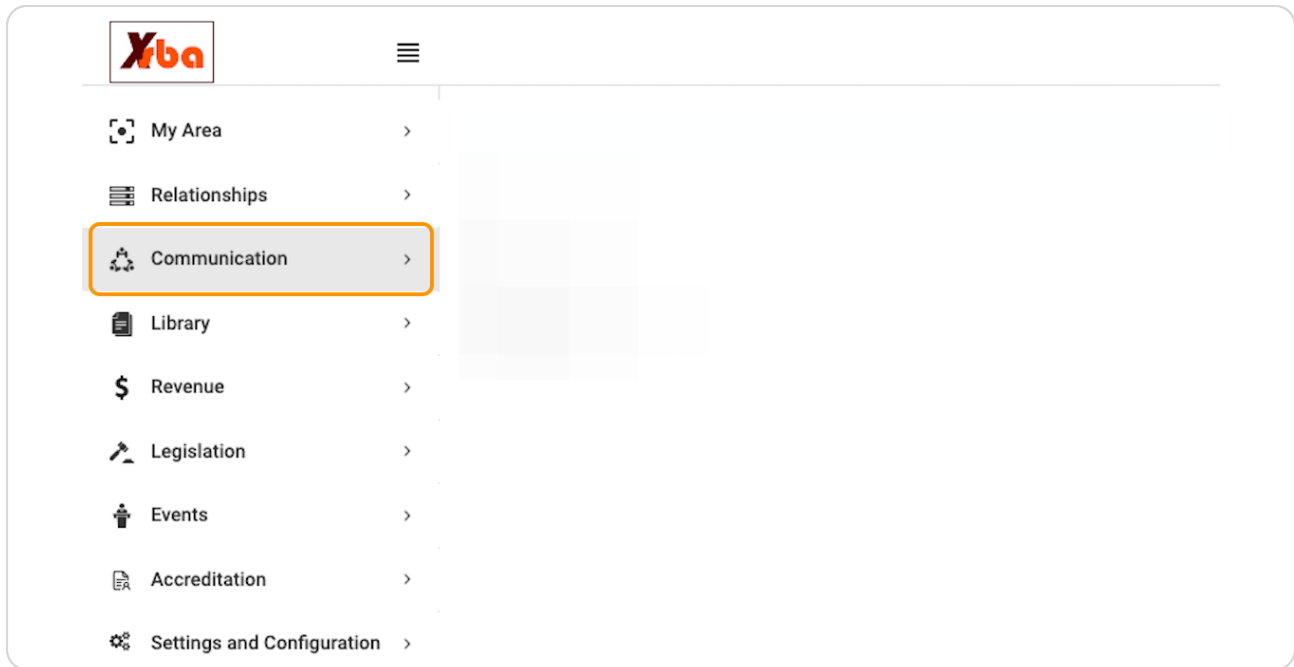

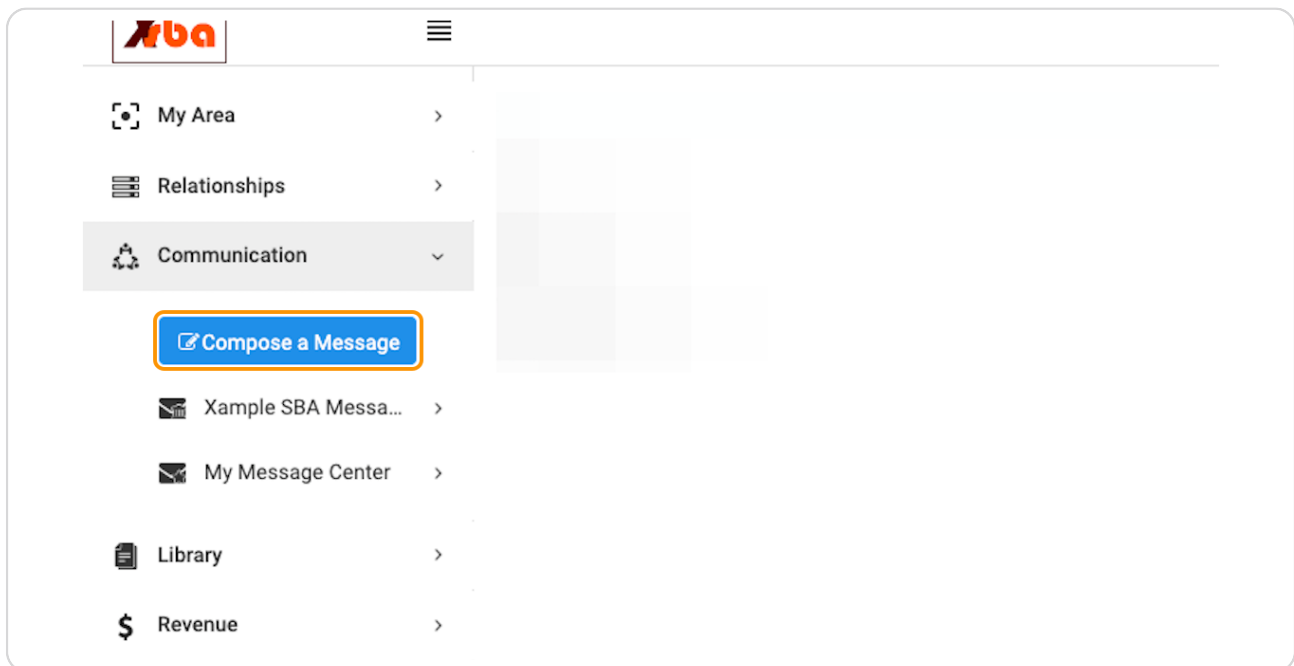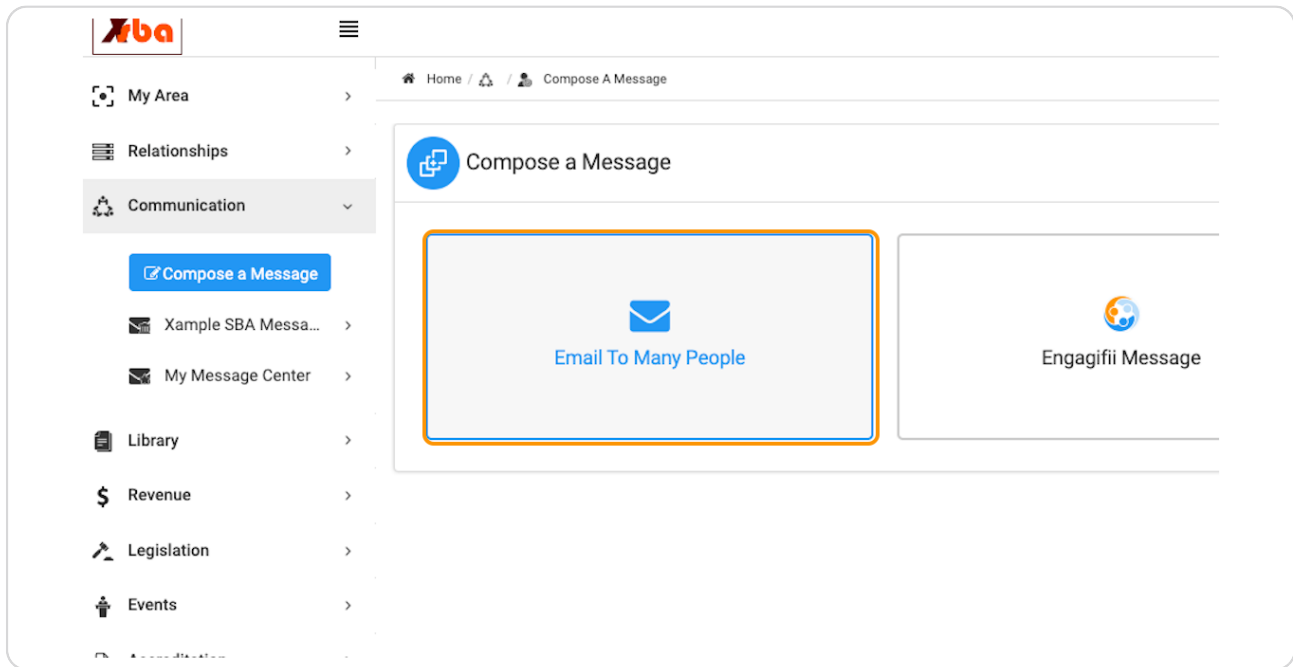| Created by	Creation Date	Last Updated
Engagifii Inc.	October 18, 2023	October 18, 2023

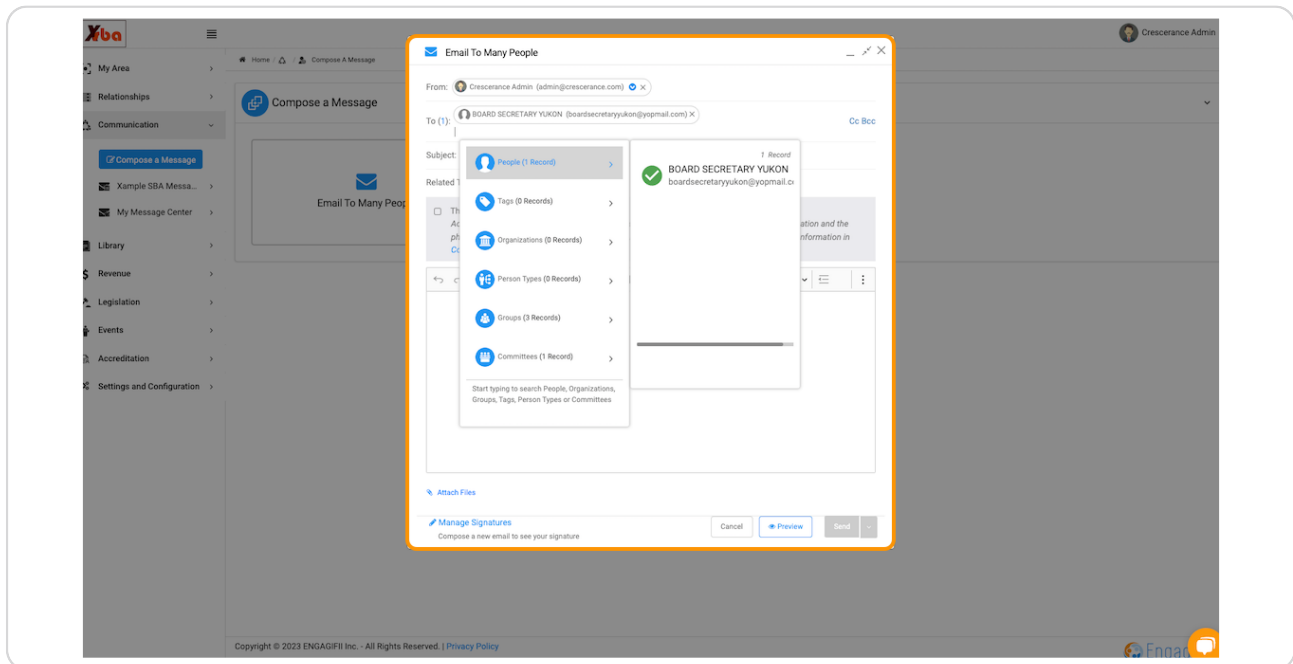## Click on Communication

Click on Compose a Message
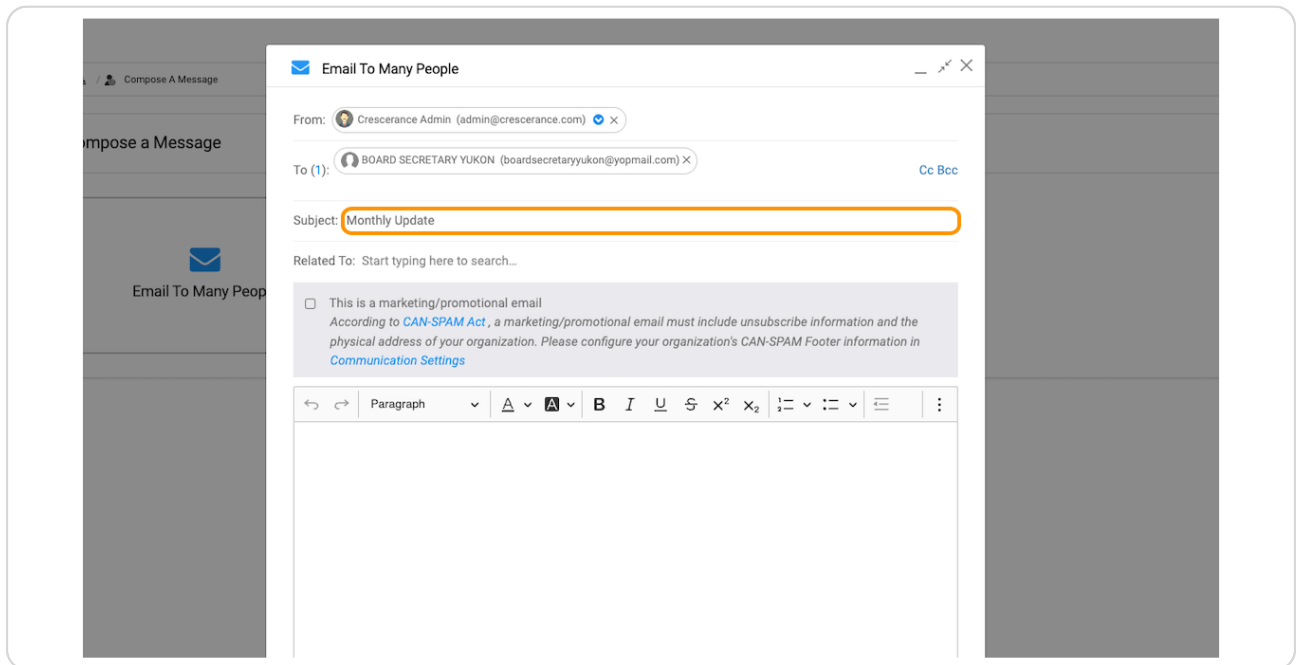
STEP 3

Click on Email To Many People

STEP 4

Select your recipients in the 'To' field
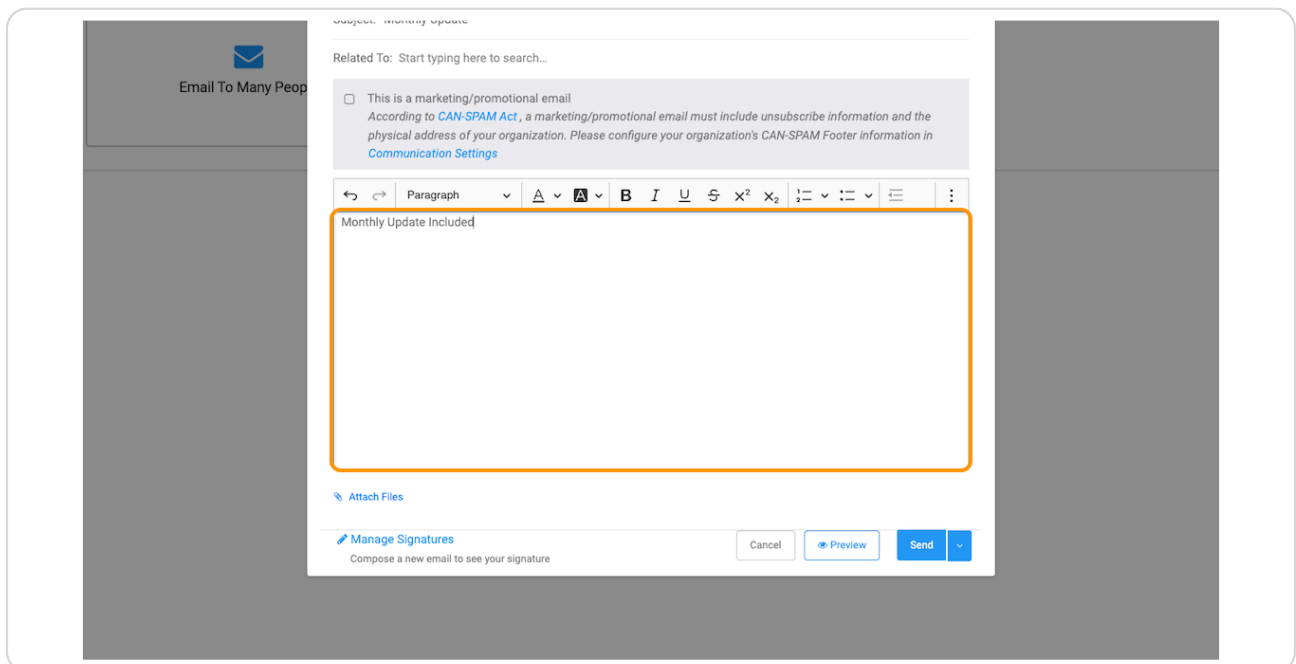
STEP 5
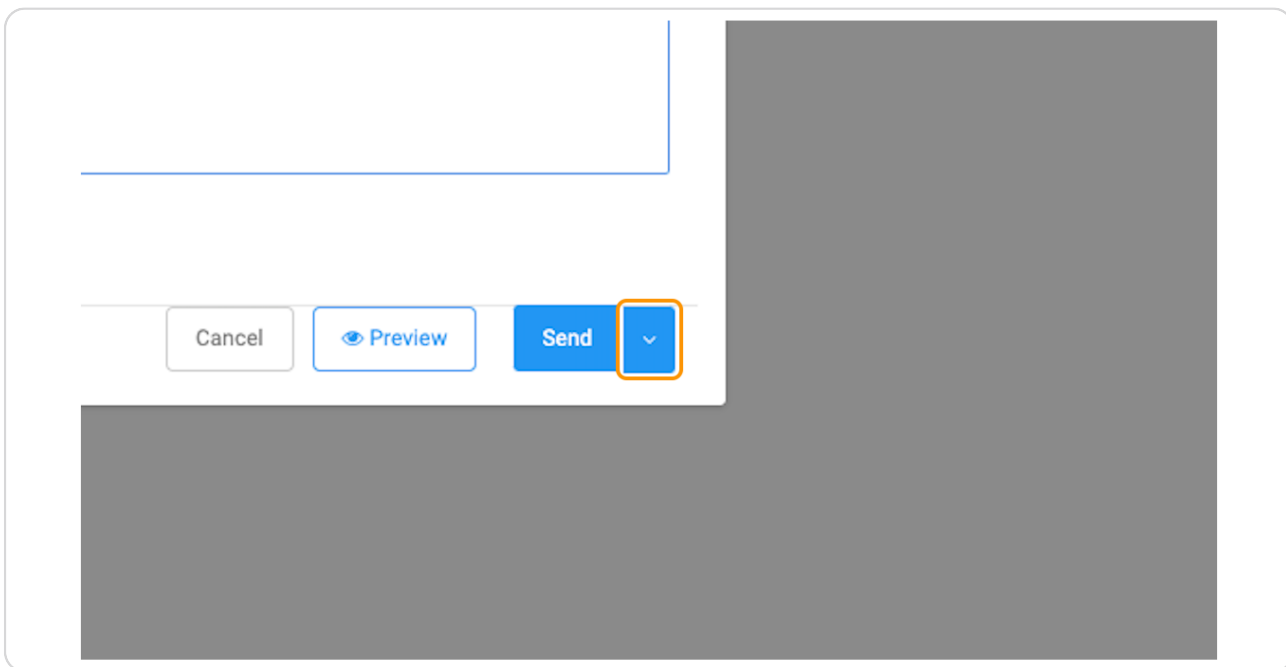
Enter the email subject
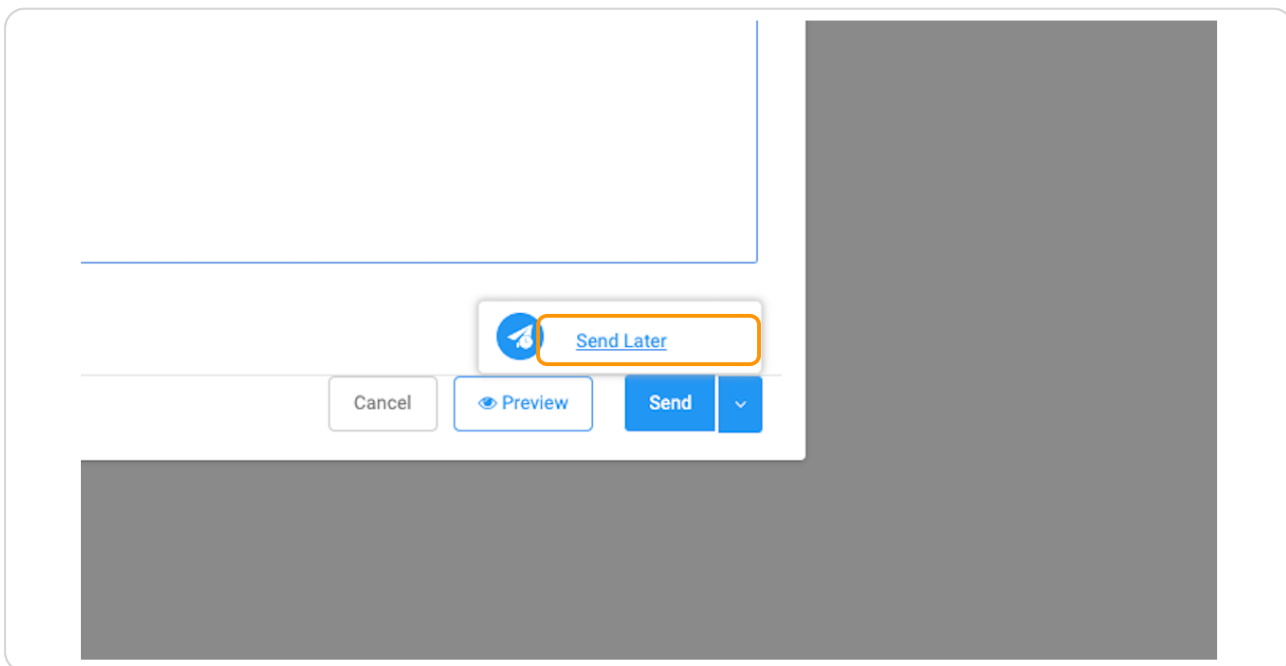

STEP 6

Type your email message in the body

STEP 7

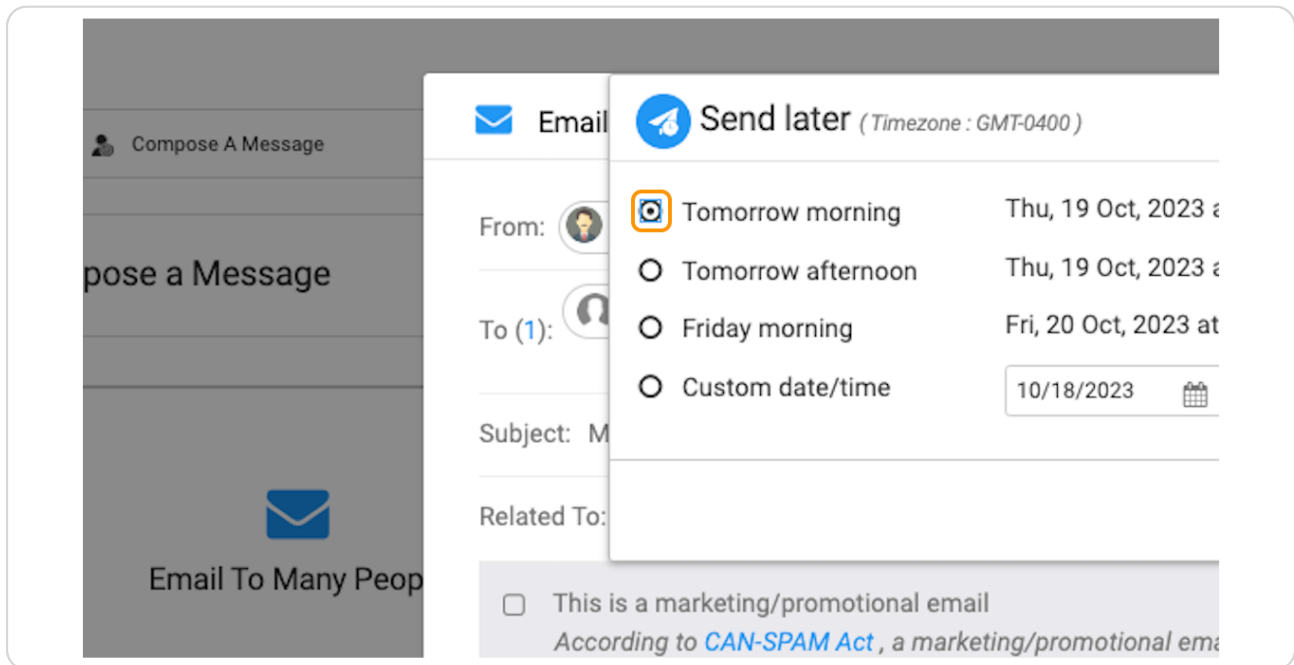## Click on dropdown arrow next to the Send button
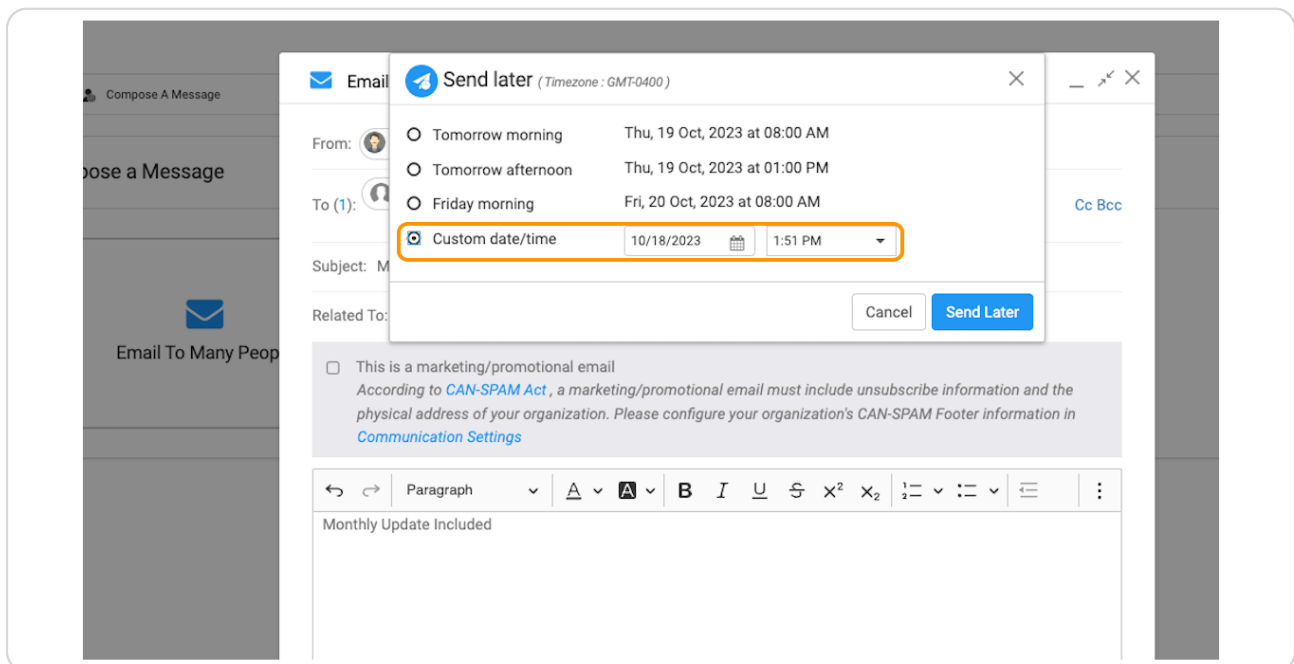

STEP 8

Click on Send Later

STEP 9

Select your send preference from the list
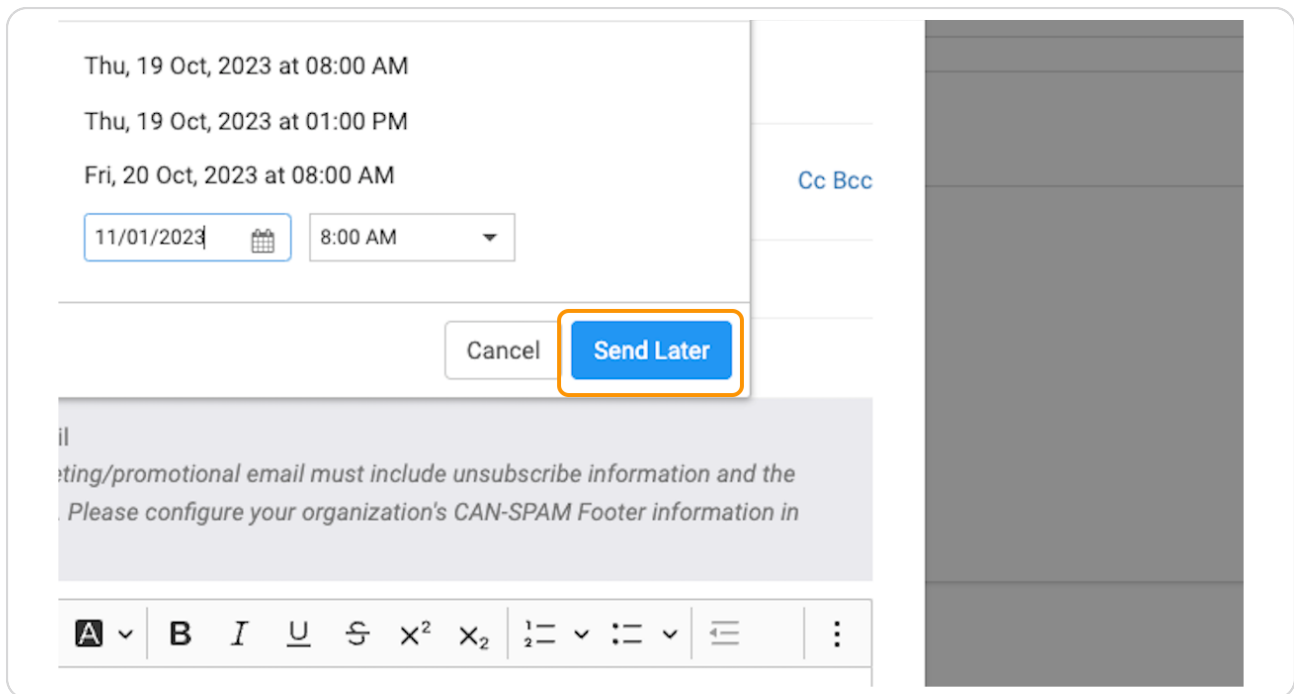

STEP 10

Click on Custom date/time to create your desired send date/time

Click on Send later when finished

Thu, 19 Oct, 2023 at 08:00 AM

Thu, 19 Oct, 2023 at 01:00 PM

Fri, 20 Oct, 2023 at 08:00 AM

11/01/2023

8:00 AM

Cc Bcc

Cancel   **Send Later**

il

eting/promotional email must include unsubscribe information and the

. Please configure your organization's CAN-SPAM Footer information in