

# Creating and Scheduling Email to Send Later

11 Steps [View most recent version](#) 

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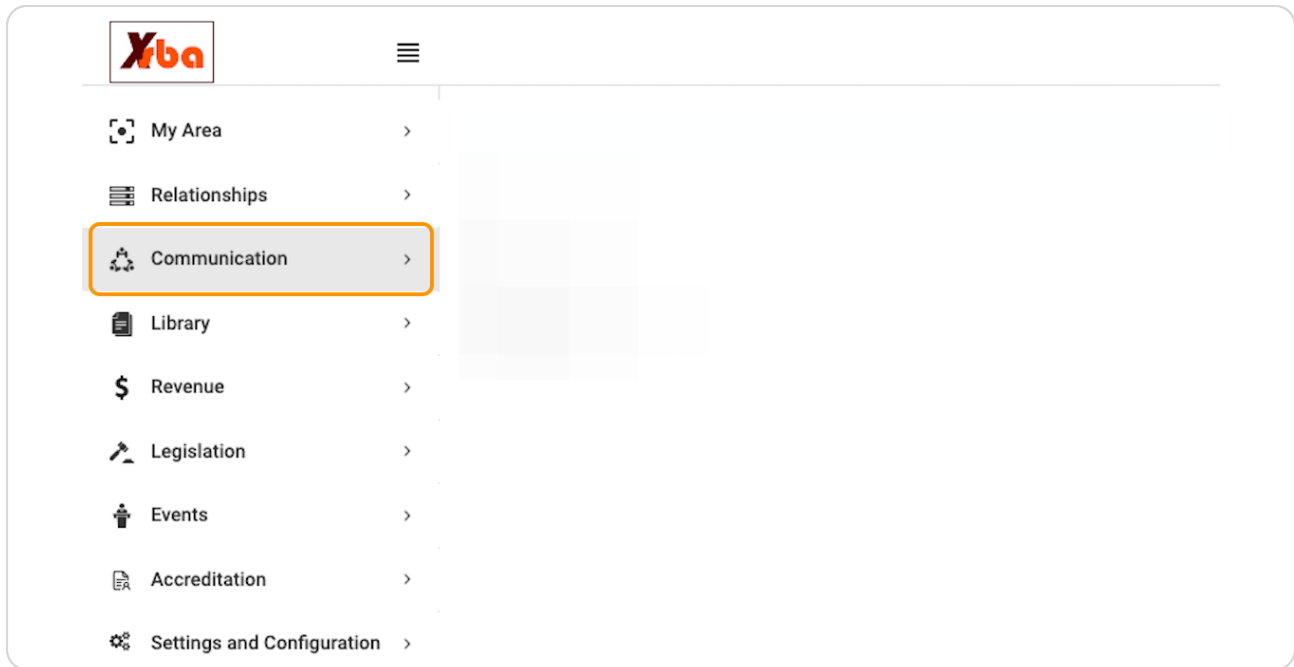
Created by  
Engagifii Inc.

Creation Date  
October 18, 2023

Last Updated  
October 18, 2023

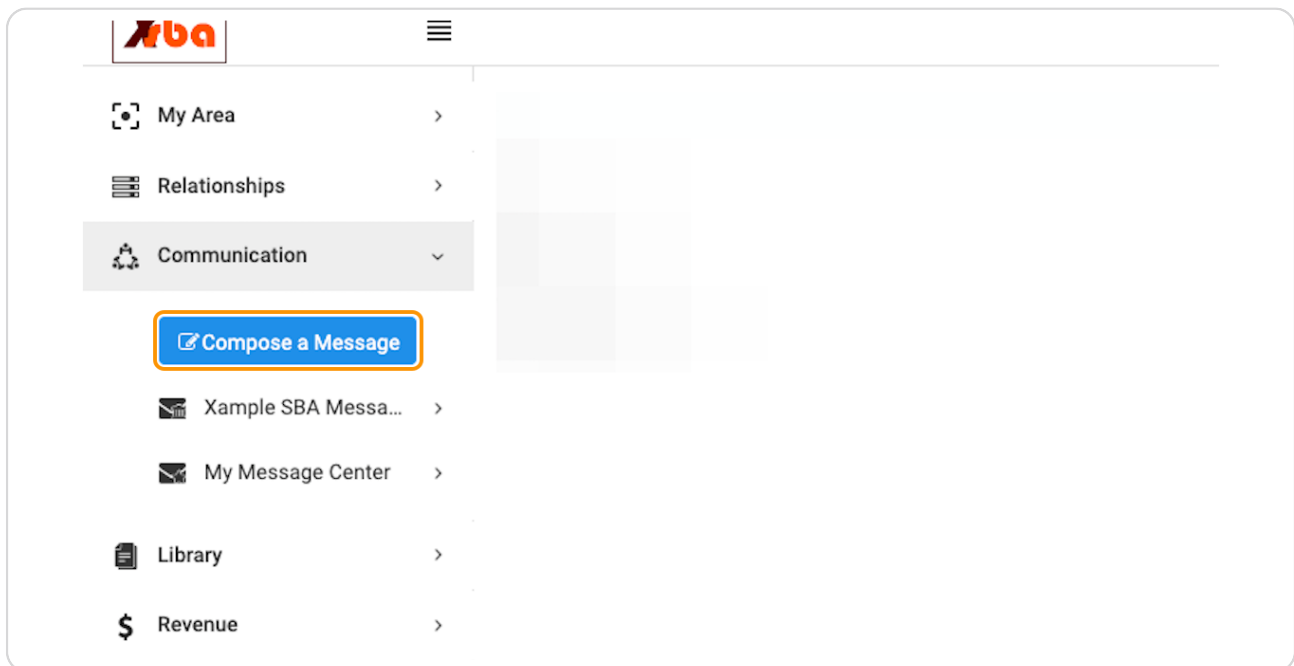
## STEP 1

### Click on Communication



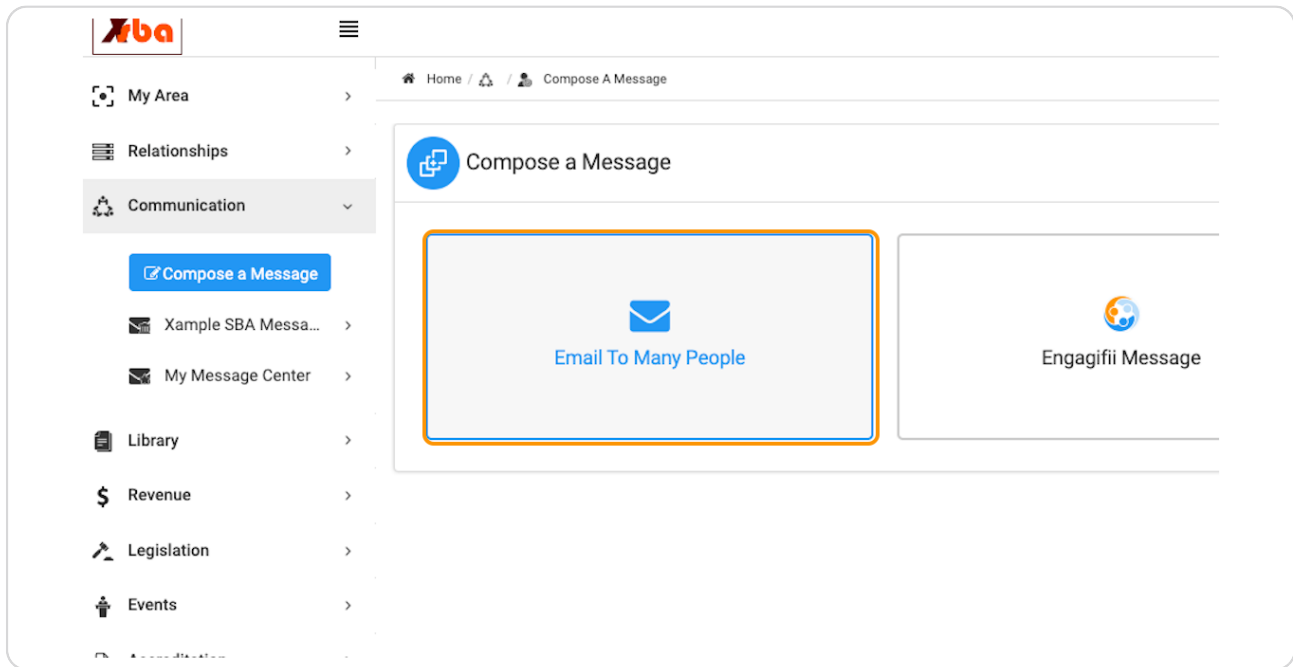
## STEP 2

### Click on Compose a Message



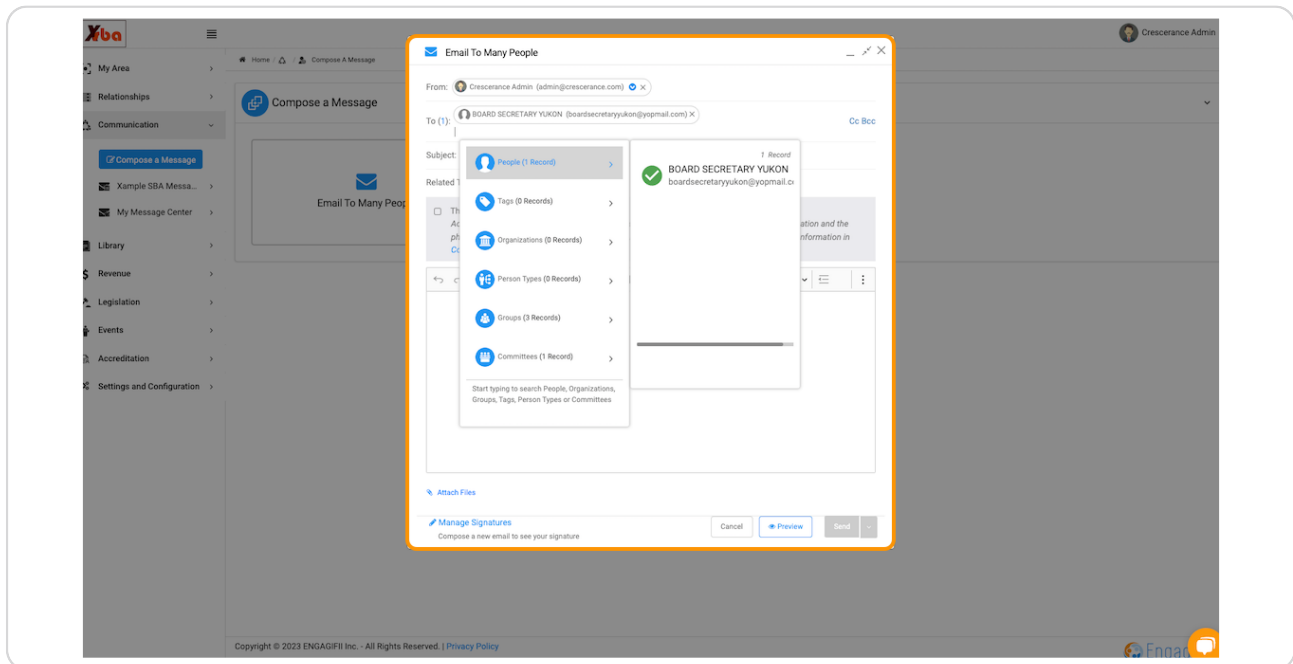
### STEP 3

## Click on Email To Many People



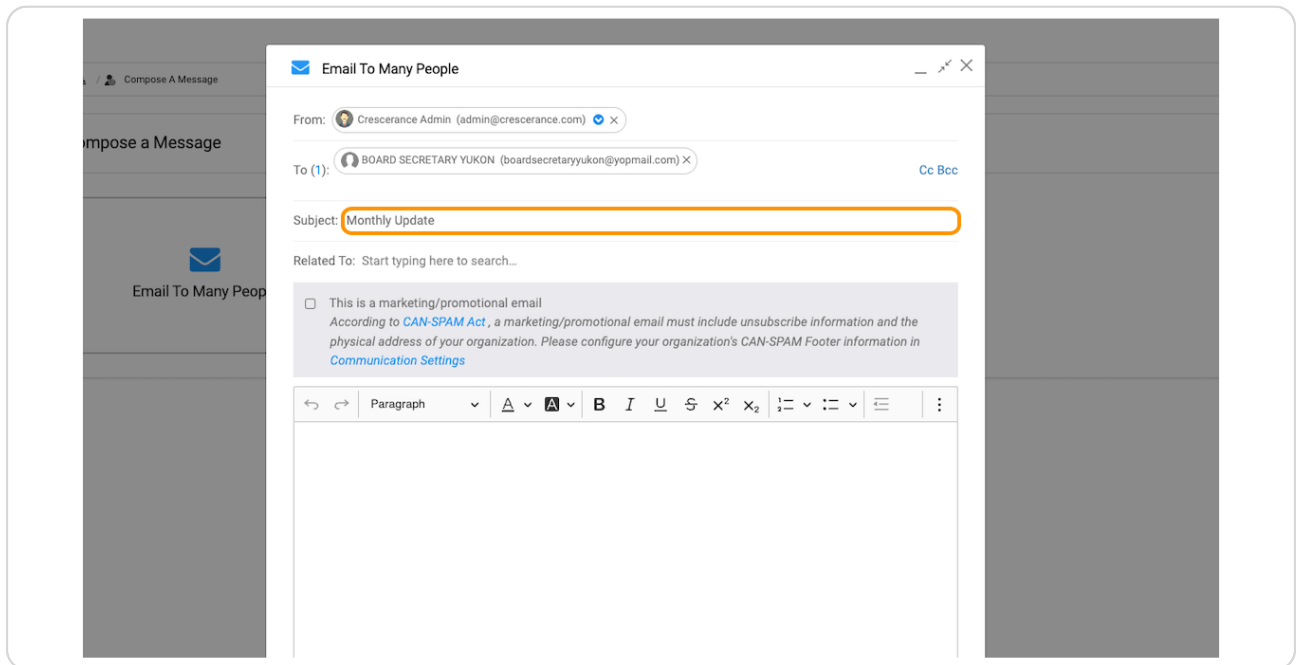
### STEP 4

## Select your recipients in the 'To' field



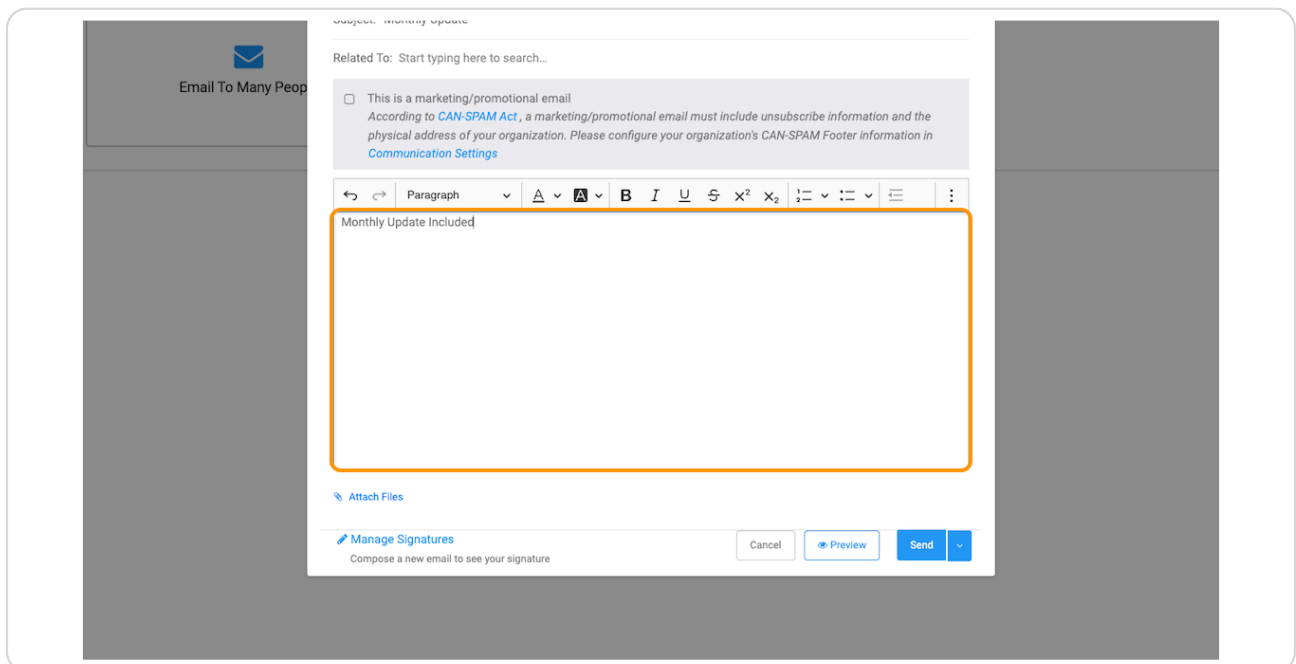
## STEP 5

### Enter the email subject



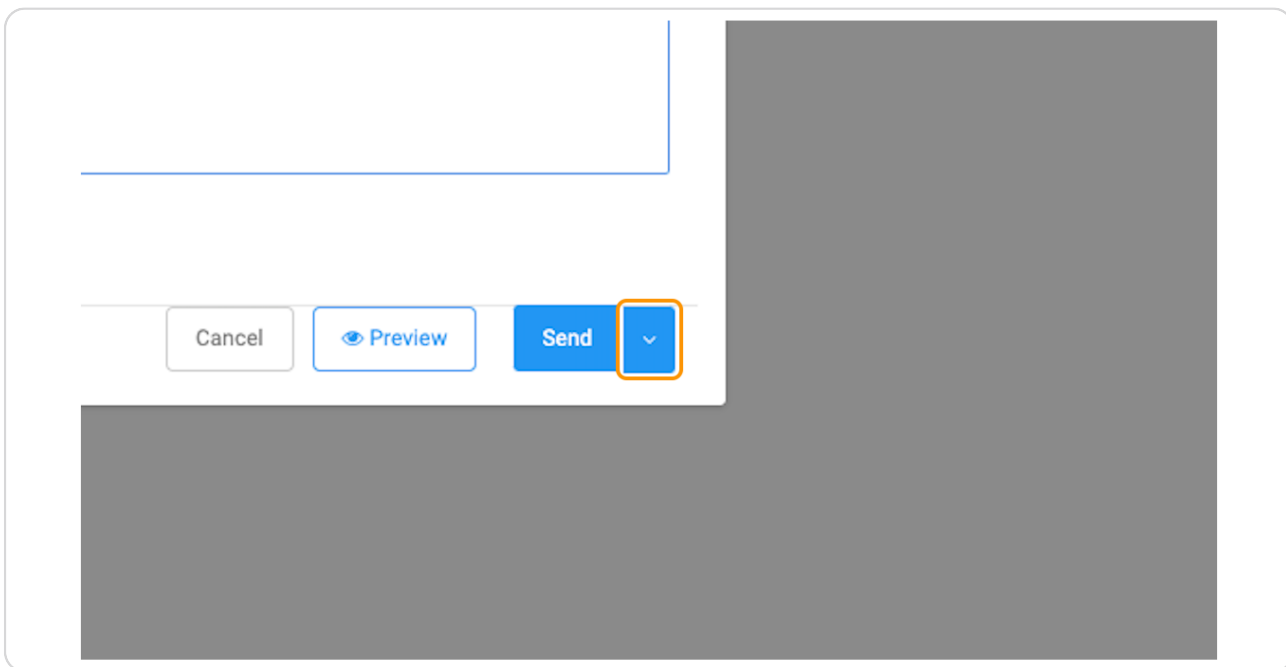
## STEP 6

### Type your email message in the body



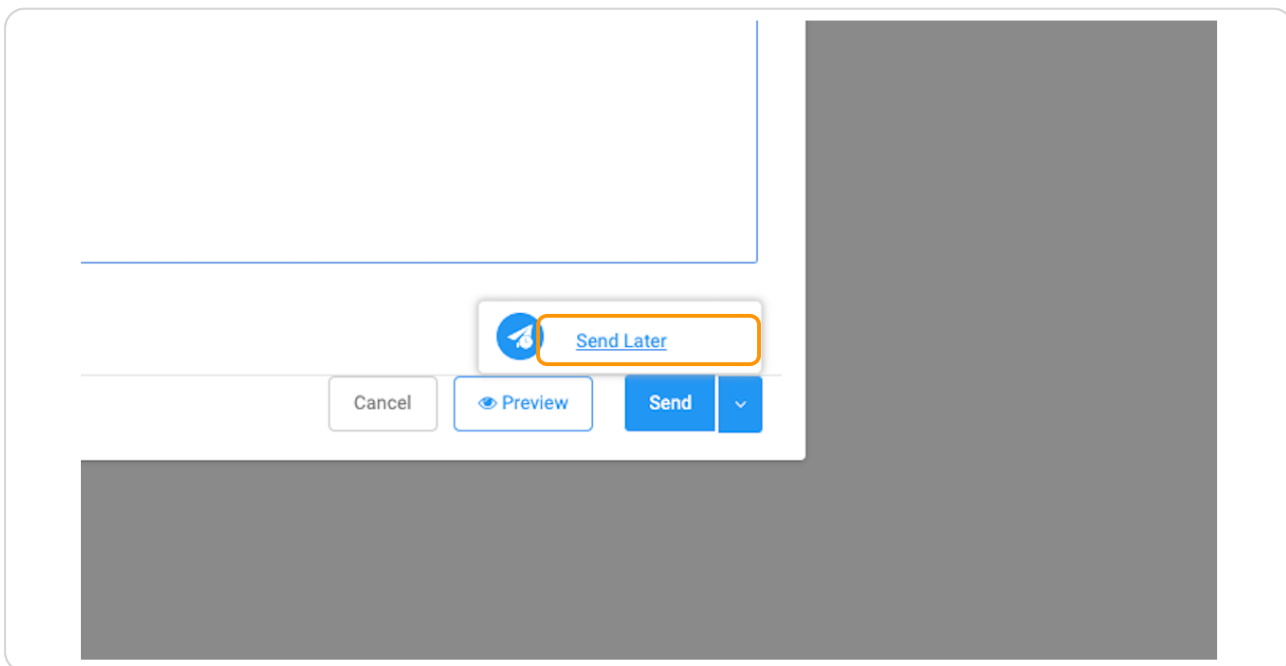
**STEP 7**

**Click on dropdown arrow next to the Send button**



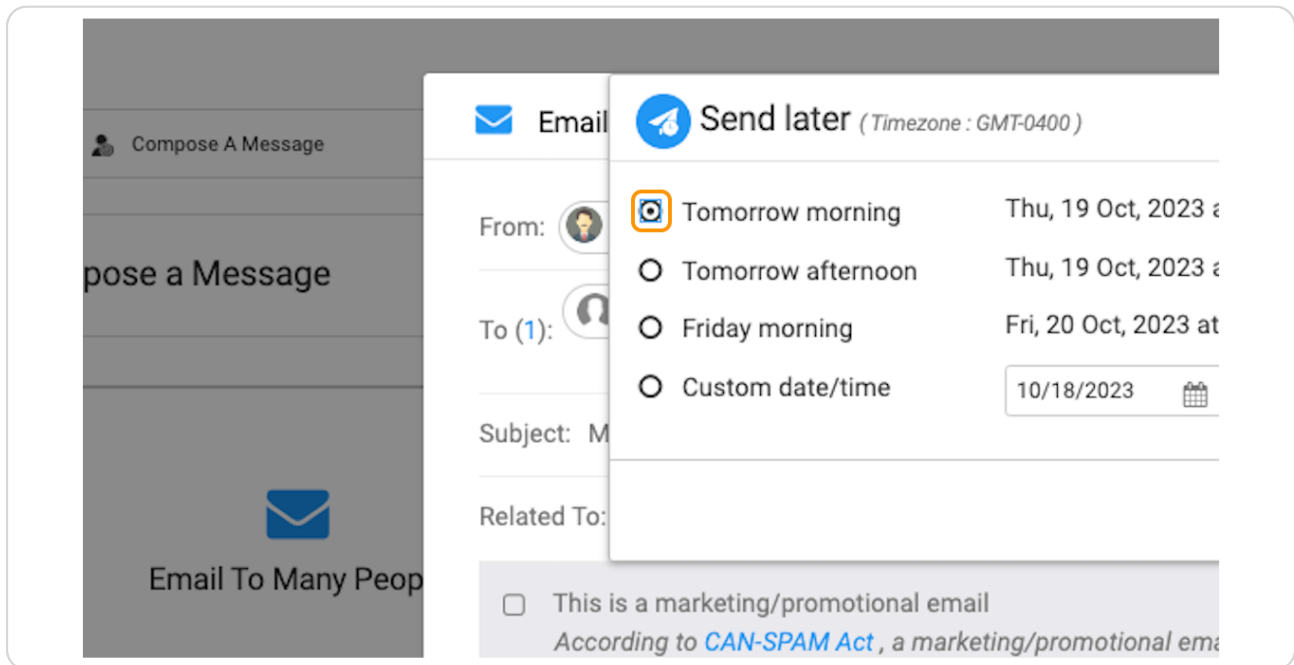
**STEP 8**

**Click on Send Later**



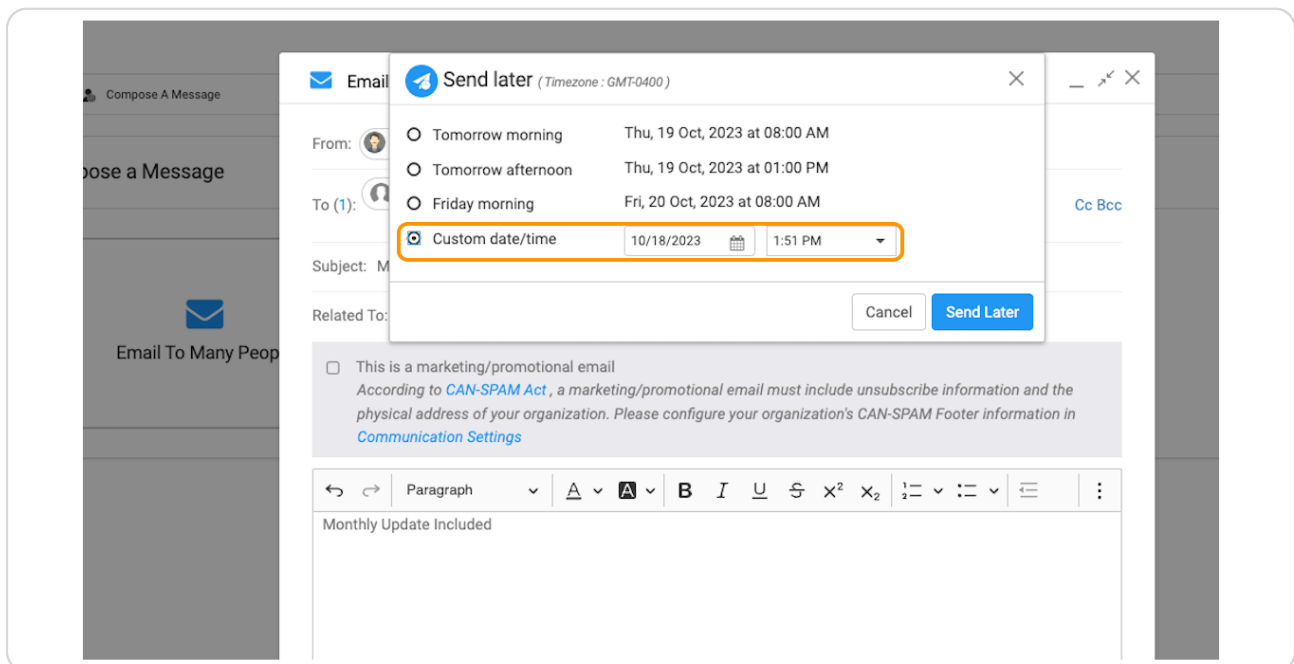
## STEP 9

### Select your send preference from the list



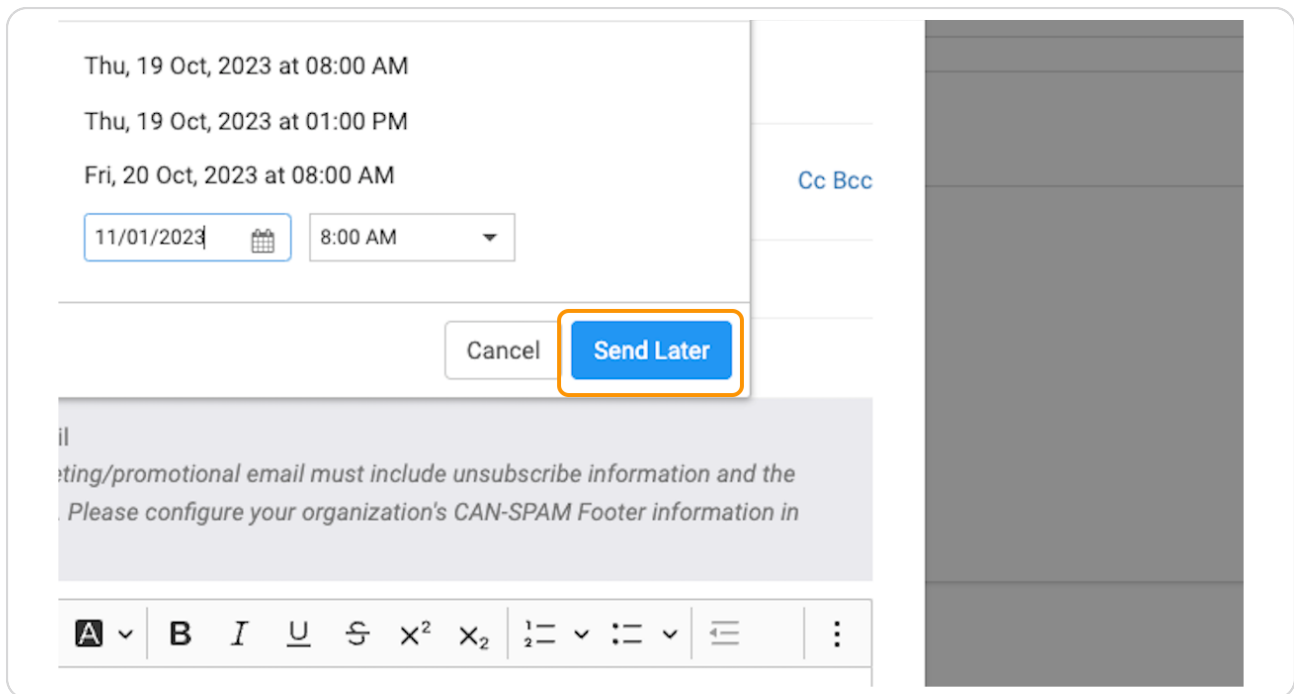
## STEP 10

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



## STEP 11

### Click on Send later when finished



The screenshot displays an email scheduling interface. On the left, a list of scheduled times is shown: "Thu, 19 Oct, 2023 at 08:00 AM", "Thu, 19 Oct, 2023 at 01:00 PM", and "Fri, 20 Oct, 2023 at 08:00 AM". Below this list, there is a date and time selection area with a text input field containing "11/01/2023", a calendar icon, and a time dropdown menu set to "8:00 AM". To the right of the scheduling options, there are "Cc" and "Bcc" labels. At the bottom of the scheduling panel, there are two buttons: "Cancel" and "Send Later", with the "Send Later" button highlighted by an orange rectangular border. Below the scheduling panel, a grey banner contains the text: "il", "eting/promotional email must include unsubscribe information and the", and "Please configure your organization's CAN-SPAM Footer information in". At the bottom of the interface is a rich text editor toolbar with icons for text color, bold, italic, underline, strikethrough, superscript, subscript, bulleted list, numbered list, and indent.

