

How to schedule an automatic delivery of Gmail

Timer sending email on Gmail is simple without the need for 3rd party applications.

Previously, if users wanted to schedule email sending on Gmail, they needed a 3rd party installation application such as Unlimited Email Tracker or Boomerang utility. However, in the latest version of Gmail on the web browser and the Gmail application, the email scheduling feature has been provided to the entire user account.

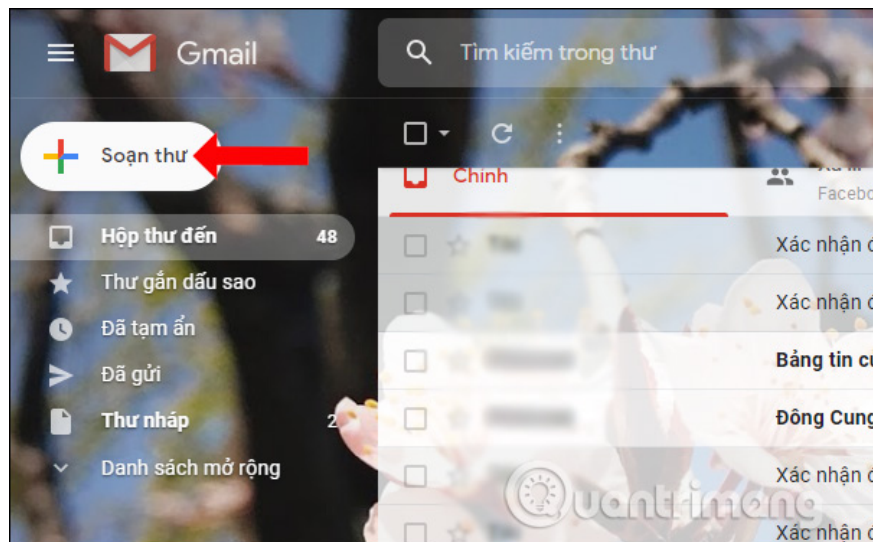
Accordingly users are allowed to choose any time period to schedule email delivery. When it's time to set up, Gmail automatically sends the email you wrote. Users can check the email that has been scheduled to edit the content and cancel the submission if desired. This helps you a lot when limiting forgetting to send important emails, or avoiding sending emails incorrectly. The following article will guide you how to schedule email delivery on Gmail.

1. How to own multiple Gmail addresses with just one account
2. 14 useful tools for Gmail should not be overlooked
3. Instructions for deleting, changing, adding phone numbers in Gmail
4. How to retrieve Gmail password, Google login password

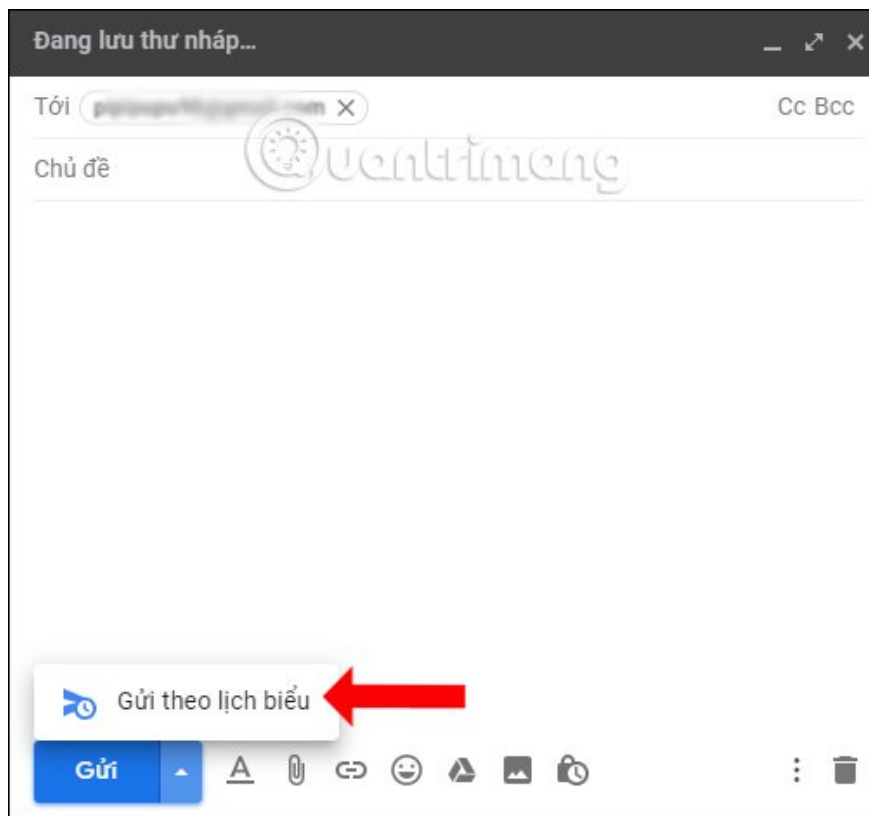
Instructions for scheduling sending Gmail PC

Step 1:

In the Gmail interface, click **the Compose message button** as usual.

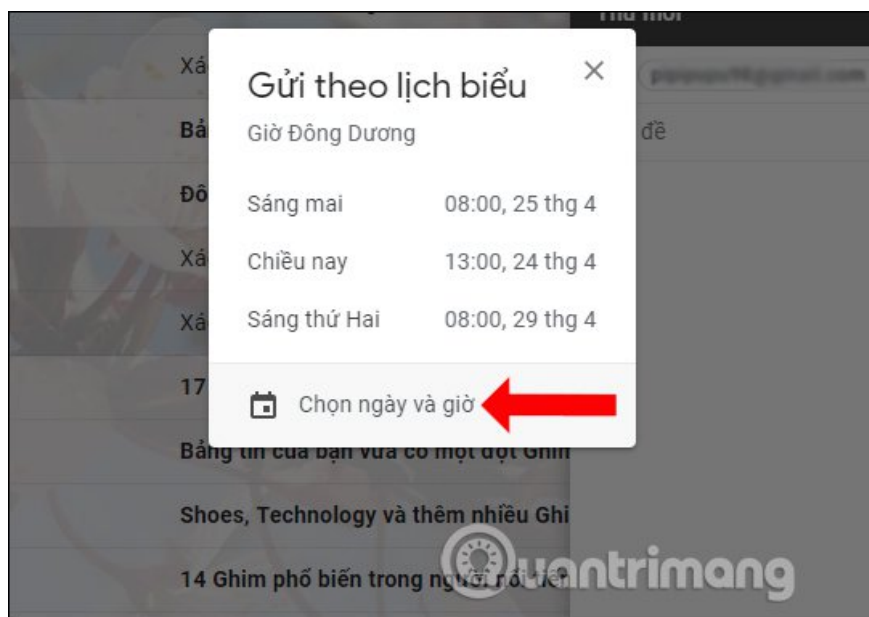


Next in this interface **enter the email address to send** mail and the content of the mail sent. Next click on **the triangle icon** at the Send button and **select Send by schedule** .

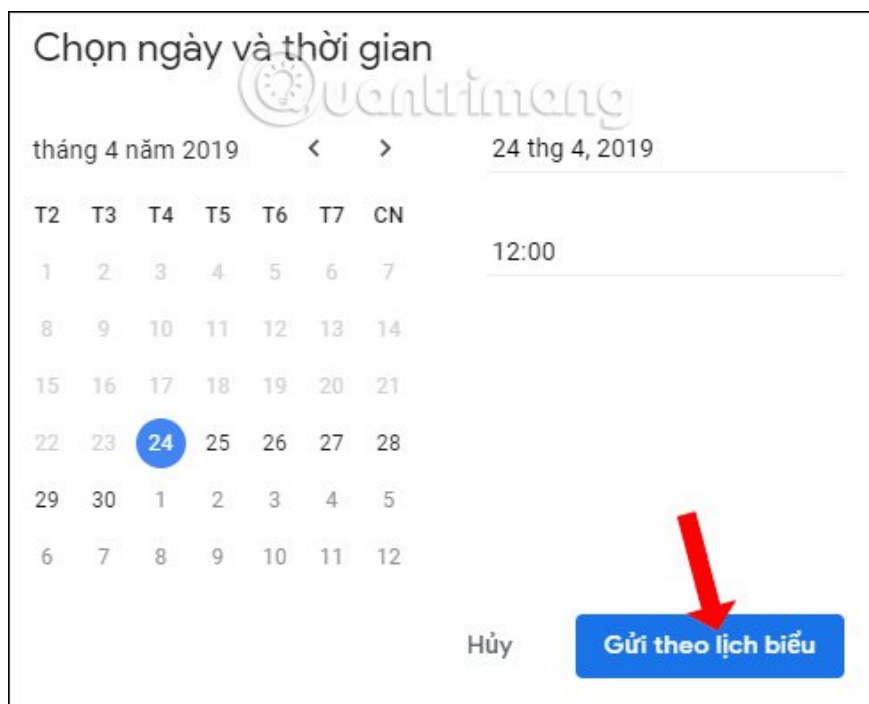


Step 2:

Show some suggested time frames for users to choose to schedule. To extend the time schedule, click **Select date and time** .

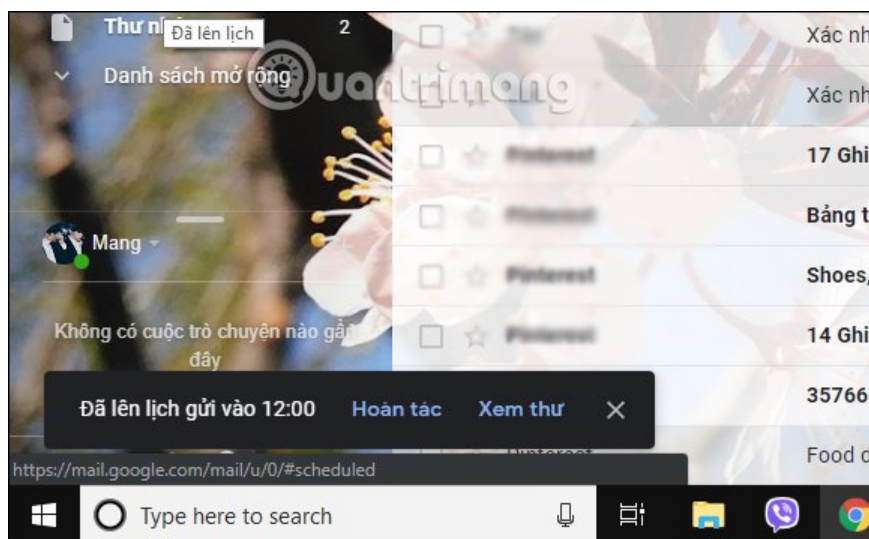


In the new pop-up display time, click on the date and time you want to schedule Gmail to be sent automatically. After selecting, click on **Send by schedule** .

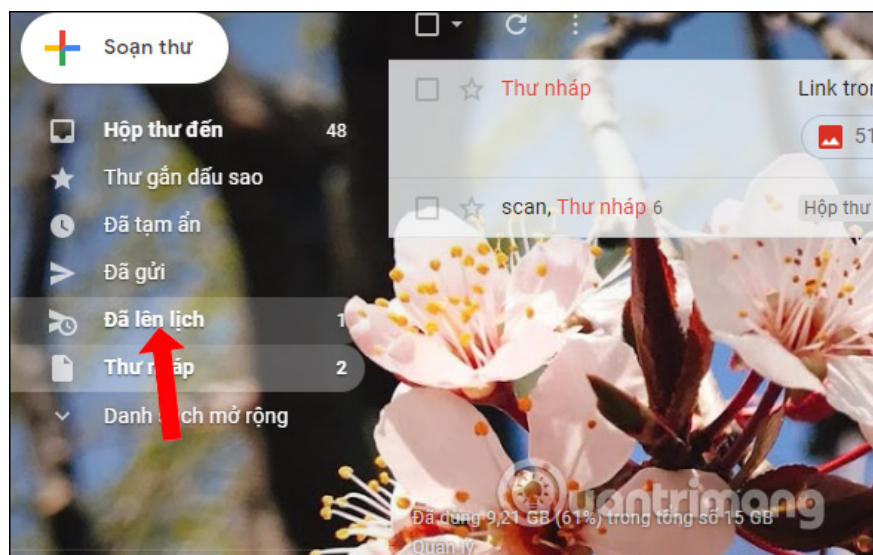


Step 3:

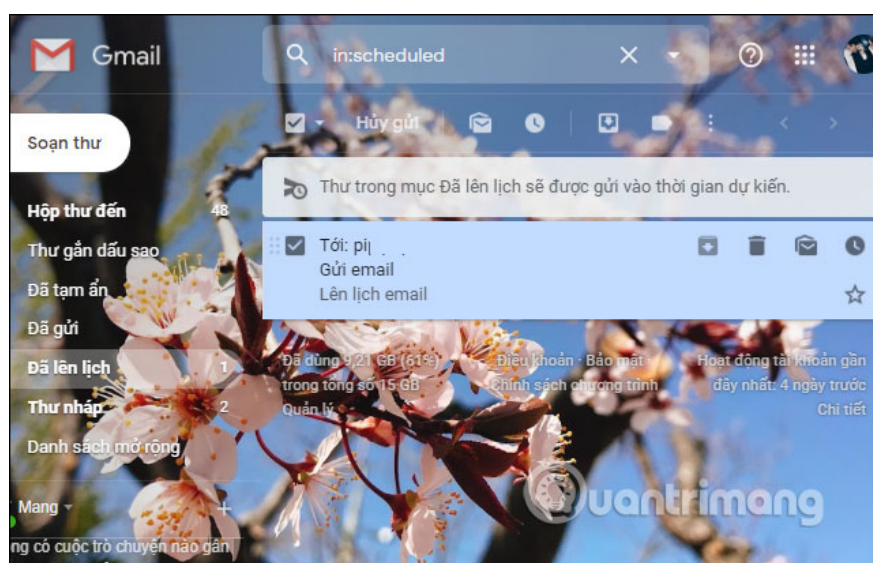
Then in the lower left corner of the screen displays a scheduled email notification with the time of sending email.



The sending timer emails are grouped together in **the Scheduled item** in the menu list on the left of the screen.










Here when you click on the email there are some other options like Cancel sending. When canceling the send, the email is automatically transferred to the Draft. Thus users can edit the content and choose another scheduling time to send.



2. How to schedule sending Gmail to Android and iOS

Step 1:

After updating the Gmail application to the latest version, click **the plus icon** to create a new email. Switch to the email compose interface, we need to **enter the full contents as when composing a normal email**, then click on **the 3 dots icon**. Display pop-up under the screen, select **Send by schedule**.

- 
 Quantrimang, Get a Discount for...
 Hey Quantrimang, Do you want a... ☆
- 
 Google 4 thg 4
 Thông báo bảo mật
 Thiết bị mới đã đăng nhập vào tài... ☆
- 
 Firefox Accounts 2 4 thg 4
 New sign-in to Firefox Lockbox fo...
 New sign-in to Firefox Lockbox fo... ☆
- 
 > Firefox Accounts 4 thg 4
 Confirm new sign-in to Firefox
 New sign-in to Firefox For added... ☆
- 
 > CowTransfer 3 thg 4
 CowTransfer account - Email verify
 Click the link below to finish your... ☆
- 
Blockchain 3 thg 4
Complete your profile & receiv...
 We are giving away \$25 of free cr... ☆
- 
 no-reply
 Quantrimang, Create Up To 120...
 Hey Quantrimang, Do you want to... ☆



Không có SIM

10:13

93%



Mạng Quantri

Từ @gmail.com

Lên lịch

Soạn email





Step 2:

The Gmail application also offers a few time frames for you to select, click **Select date and time** to select a different time frame. Choose the time to automatically email and **click Save** . As a result, you also receive a **scheduled email notification** with the selected time frame. If you want to cancel sending, click Undo.

Không có SIM

10:19

92%



Mạng Quảntri



Sáng thứ Hai

08:00, 29 thg 4



Chọn ngày và
thời gian

Tất cả thời gian được tính theo Giờ Đông Dương



Không có SIM

10:20

91%



Mạng Quantri



Sáng thứ Hai

08:00, 29 thg 4

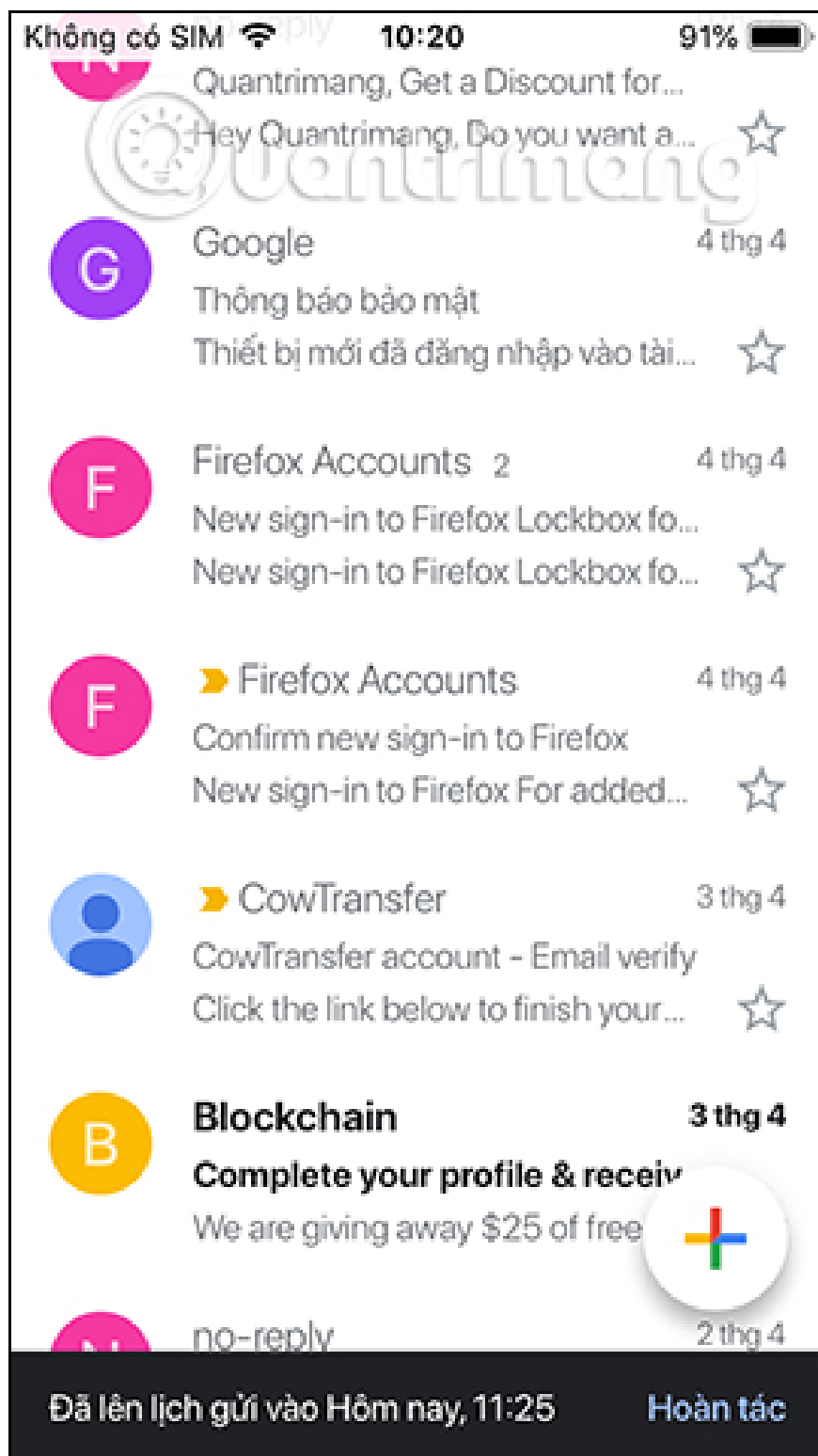


HỦY



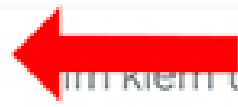
LƯU

08	22	CN 21 thg 4
09	23	Th 2 22 thg 4
10	24	Th 3 23 thg 4
11	25	Hôm nay
12	26	Th 5 25 thg 4
13	27	Th 6 26 thg 4
14	28	Th 7 27 thg 4



Step 3:

To review scheduled emails, click on **the 3 dashes icon** , then select **Scheduled** .



Tìm kiếm trong thư



CHÍNH



Xã hội

Instagram, Thùy Trang, Nấ...

68 mới



Brydon

20 thg 4

We've launched!

We're a go! Pixel Mob 2.0 has lau...



no-reply

19 thg 4

Quantrimang, We Have a Cust...

Hey Quantrimang, Have you foun...



Instagram

17 thg 4

Xác minh tài khoản của bạn

Xin chào quantrimang17! Ai đó đã...



Quảng cáo

37 mới

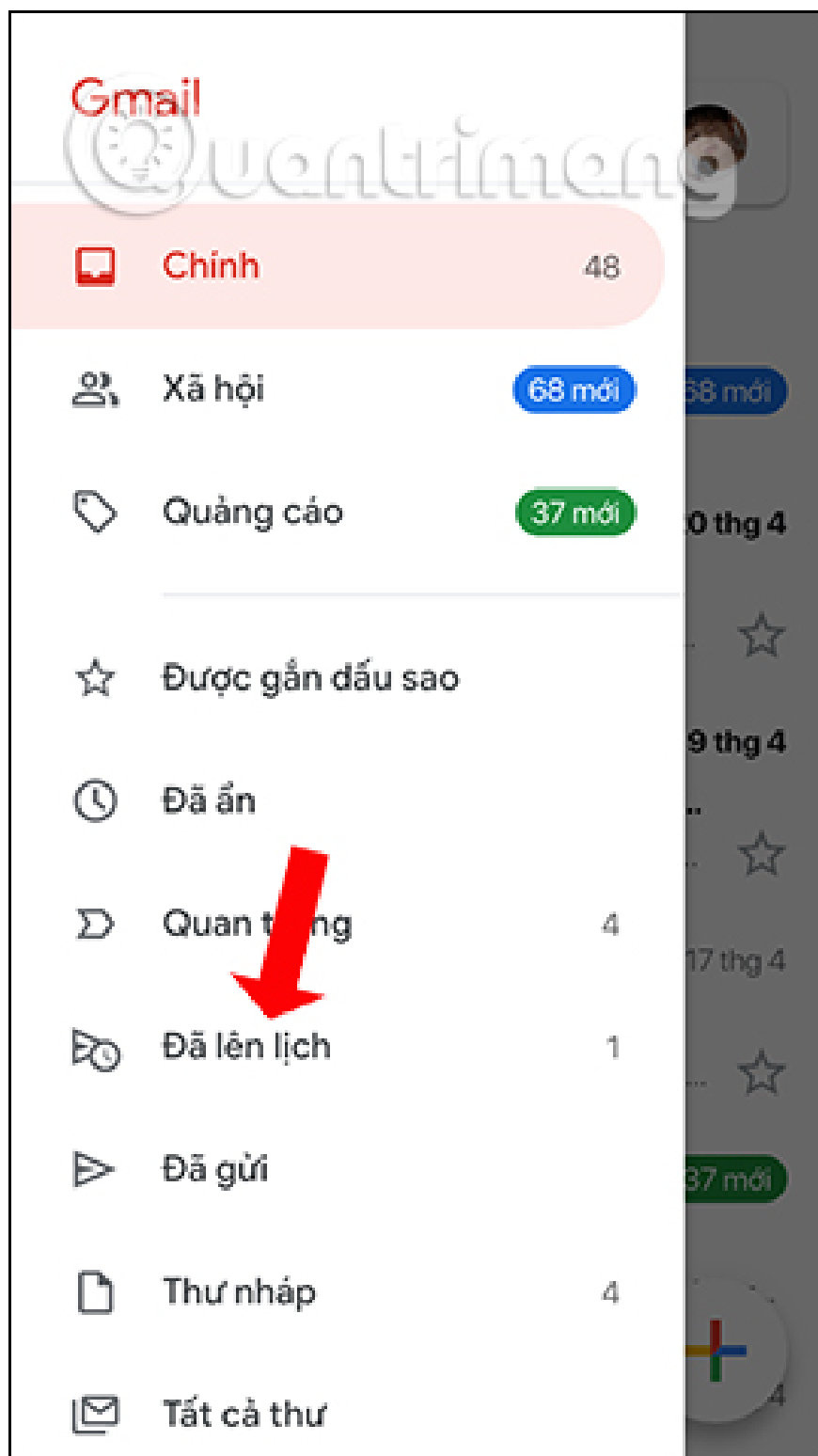
Email quảng cáo hàng đầu

stardock.net, readdle.club, Stardock S...



Brydon

Woah! We still have your photos!



Show **scheduled** emails, click on the email you want to change again. Here we also have to **cancel the send order** . Soon the compose email is transferred to the draft folder so we can edit it.



Tìm kiếm trong thư



ĐÃ LÊN LỊCH



tôi

11:25

Lên lịch

lên lịch



Không có SIM

10:25

89%



Lên lịch



tôi 11:25



tới Mang



Đã lên lịch gửi
vào Hôm nay,
11:25

Hủy lệnh gửi



lên lịch

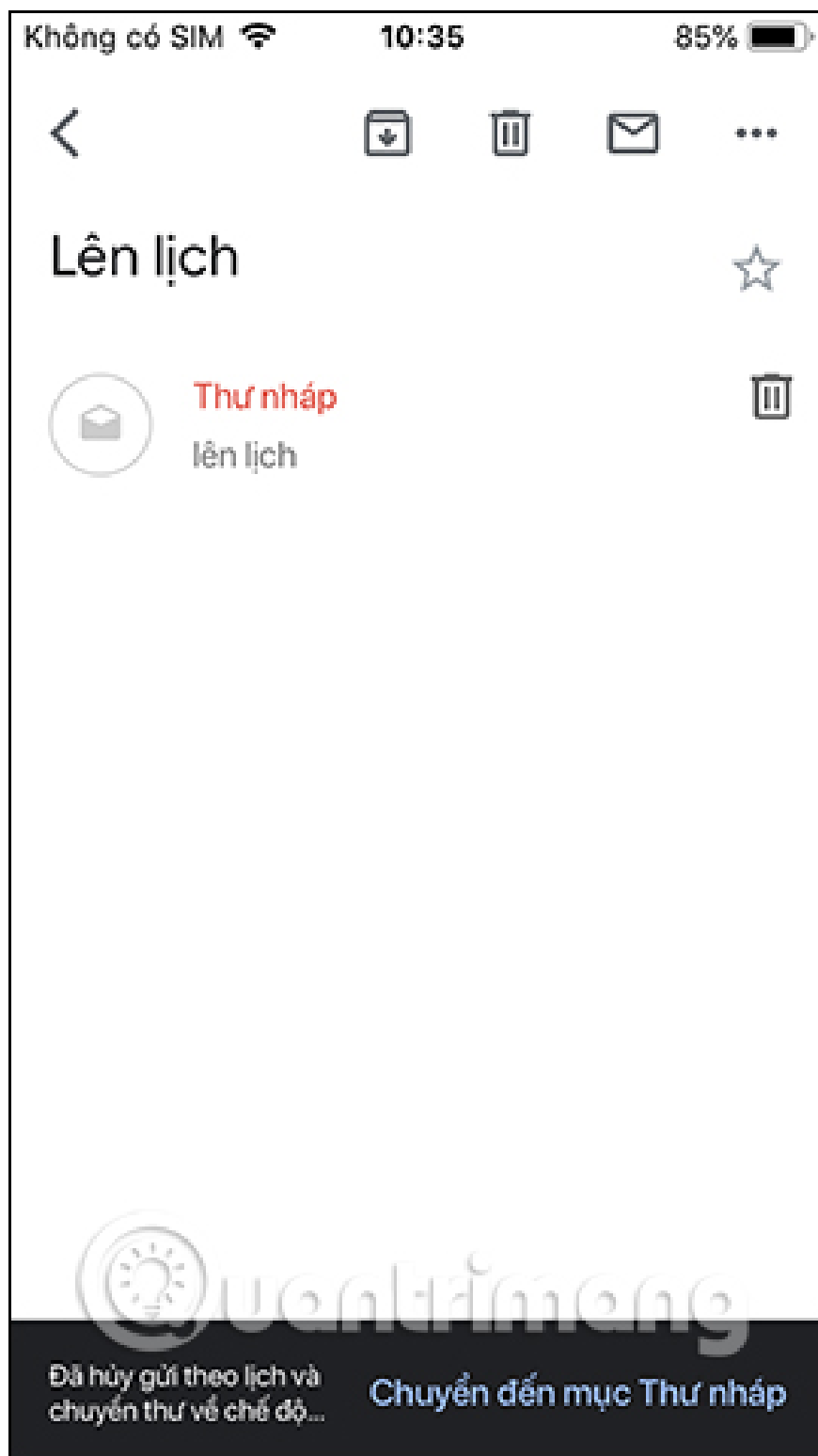


Quantrimang.com

Website:

<https://quantrimang.com/>





Above is how to use the Gmail sending schedule feature on computers and phones. Along with the email feature that automatically destroys Confidential Mode, the option to schedule an email delivery has brought more convenience to users.

I wish you all success!

You finished reading the article "**How to schedule an automatic delivery of Gmail**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar

articles on tips and guides. Thank you for reading and for following us regularly.
