

# How to Schedule Email Sending in Outlook

Network Administrator explains the detailed steps to schedule an email in Outlook. This feature can be done in both the Outlook desktop application and the mobile application.

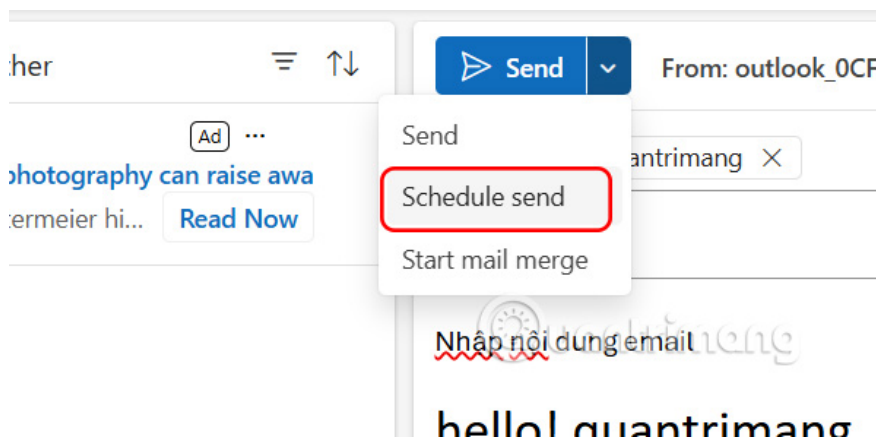
Scheduling emails in Outlook is a handy feature as it allows you to control when to send messages. This way, you can reach out to your prospects at the right time. In this guide, Network Administrator explains the detailed steps to schedule emails in Outlook. This feature is available in both the Outlook desktop app and the mobile app.

## How to Schedule Email Sending in Outlook on Desktop

The process of scheduling emails in Outlook is pretty much the same across Windows, macOS, and the web version.

### Step 1:

At the Outlook interface on the computer, we **compose an email as usual** . Then you click on **the arrow icon next to Send** . Now you **select Schedule send** .




### Step 2:

The Outlook email sending time selection interface appears. You can select the suggested time, or **click Custom time to select a different email scheduling time** you want.

## Schedule send

Sunday morning Sun 8:00 AM

 Custom time

Send Cancel

### Step 3:

We select the date and time you want to schedule sending Outlook email and then **click Send** to schedule.

### Set custom date and time

July 2025

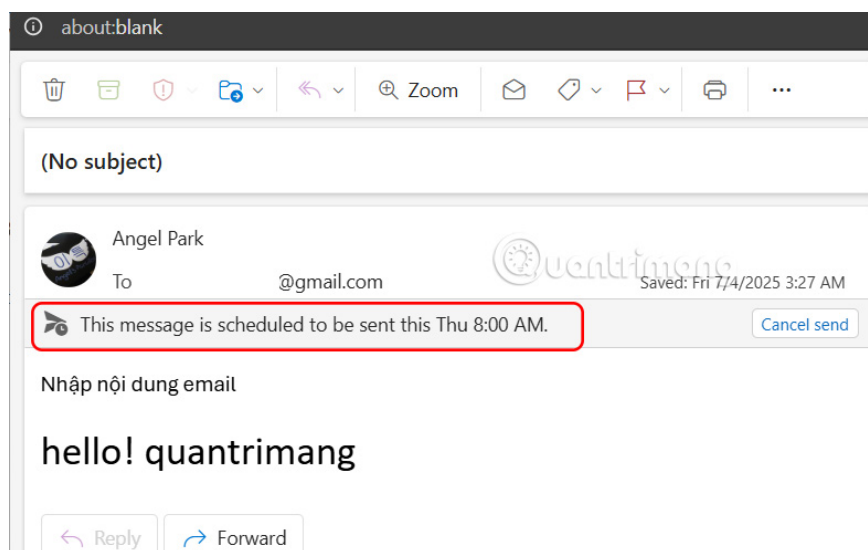
| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
| 29 | 30 | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1  | 2  |

Select a date  
7/10/2025

Select a time  
8:00 AM

- 12:00 AM
- 12:30 AM
- 1:00 AM
- 1:30 AM
- 2:00 AM

Scheduled emails sent in Outlook are saved with the time as shown below. Here you can click Cancel send to cancel scheduling the email on Outlook computer.



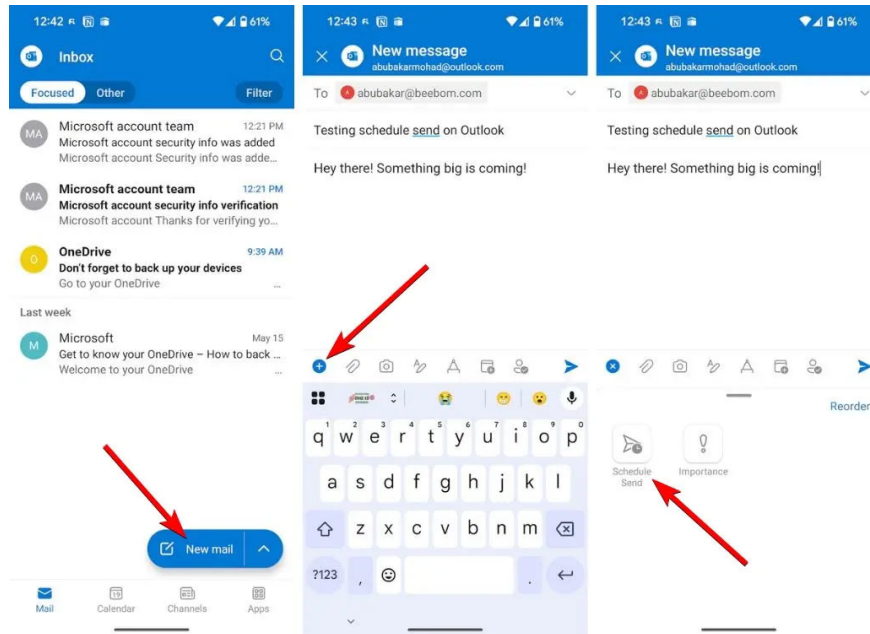
# How to Schedule Outlook Emails on Android

Currently, only Outlook on Android has the option to schedule a timer.

## Step 1:

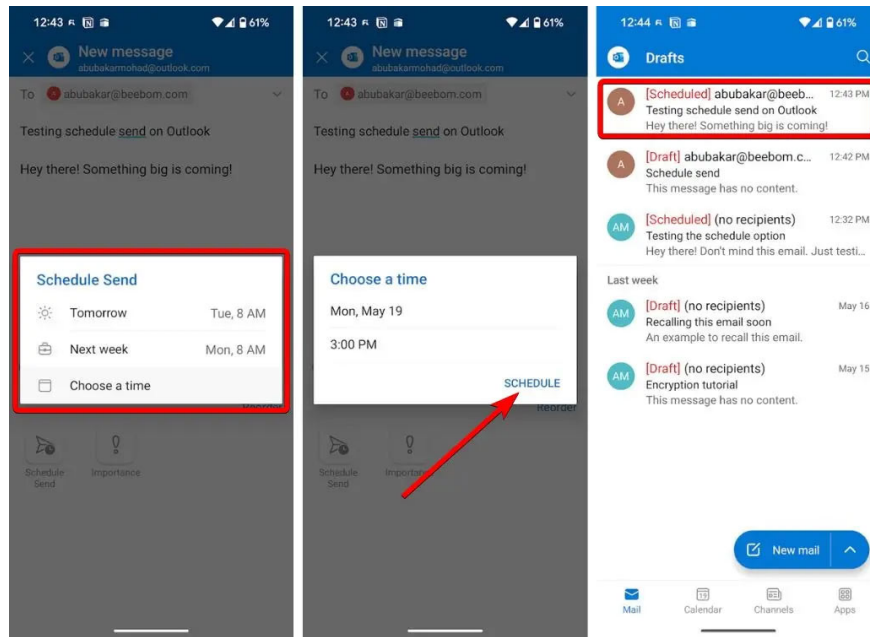
In the Outlook Android app interface, **click New mail** and **compose a new email** as usual.

Now click on **the green plus icon** in the toolbar below and select **Schedule Send** to schedule sending emails on Outlook.



## Step 2:

Next, you also **choose the time you want to send** this Outlook email and then **click Schedule** and you're done. The email scheduled to be sent in Outlook will be displayed in the Drafts section for you to track and cancel sending if you want.



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