How to schedule an email in Gmail

Here are six steps you can take to schedule an email in Gmail:

- **1. Open Gmail and login**

  First, open Gmail in your web browser and log in with your username and password. You can accomplish this by typing the URL for Gmail into your search engine or by searching "Gmail" and clicking the correct link. Once you log into your Gmail account, you can access your inbox and all other relevant functions.

- **2. Select "Compose an email" and write your email**

  To open a blank email, select the "Compose an email" button, which is near the top left corner of your screen. The "Compose an email" button is an icon of a red pencil. Before you schedule the email, it's important to write your message and add a recipient. Type the email in the white text box and add your contacts into the "To" field. You may also want to add a subject line to emphasize the topic of your message.

- **3. Press the drop-down arrow**

  After you've written your email, press the drop-down arrow, which is next to the " Send" button on the bottom left corner of the window. The button is blue, and the arrow is a small white triangle. Try to ensure that you select the arrow instead of the "Send" button to avoid delivering the email too early.

- **4. Click on the "Schedule send" option**

  Once you click the drop-down arrow, a small menu appears above it. Click on the "Schedule send" option, which has an icon of an arrow with a clock on it. This allows you to select a time and date to send your email.

- **5. Choose a time and date**

  Clicking on "Schedule send" presents a new window, which offers you several options for scheduling your email. The first three choices are to send your email the next morning at 8 a.m., the next afternoon at 1 p.m. or the following Monday morning at 8 a.m. If you want to customize the time and date at which you send your email, select the "Pick date & time" option at the bottom of the window. This allows you to edit the exact date and time by using a calendar or manually changing it in the text boxes.

- **6. Select the "Schedule send" button to confirm**

  Once you've chosen your preferred send time, you can confirm your selection. If one of the preset times works for you, choosing any of those buttons schedules your email. If you customize your send time and date, choose the "Schedule send" button at the bottom of the window to confirm your choice. You can also click "Cancel" to revert your scheduled email.

How to view or change scheduled emails

Here's a list of steps you can follow to view or change your scheduled emails:

1. Select the "Scheduled" tab on the toolbar

Once you've scheduled an email, you can view it by selecting the "Scheduled" tab. This is in the toolbar menu that's on the left side of the screen, which is underneath the "Mail" section. Choosing this shows any scheduled emails you currently have, the limit of which is 100 scheduled emails.

2. Choose the email you'd like to change or edit

The scheduled emails appear in reverse chronological order, meaning that your most recently scheduled email is at the top of the page. Click on the email you'd like to change or edit. Try to ensure that you choose the appropriate email so you edit the send time correctly.

Click the "Cancel send" button

To edit the send time, choose the "Cancel send" button. This option is on the right side of the screen and is in blue text. Choosing this option removes the original send time. From here, you can view and edit the message and either send it now or select a new scheduled time.

4. Create a new send time and date

After you've viewed and edited your email, you can create a new send time and date. Click on the "Schedule send" button from the drop-down arrow and pick a new send time. It's important to check that you chose the correct time and applied appropriate changes.

How to cancel scheduled emails

You can follow these steps to cancel your scheduled emails:

1. Press the "Scheduled" tab on the toolbar

To cancel your scheduled emails, press the "Scheduled" tab on the toolbar, which is on the left side of the page underneath the "Mail" group. Click on it to view your previously scheduled emails.

2. Click on the email you'd like to cancel

The next step in this process is to select the email you'd like to cancel. If you have multiple scheduled emails you'd like to remove, you may repeat this step multiple times. Ensure that you click the correct email so you avoid canceling the incorrect message.

3. Select the "Cancel send" option

Once you've selected the correct email, you can choose the "Cancel send" option, which is on the right side of the screen. Clicking this button makes the email draft appear. You could then send the email at the current time by pressing the "Send" button, or you could delete the entire email by clicking the trash can icon on the bottom right corner of the window. If you want to close the draft, you can press the "X" at the top right corner of the email.

Reference: Indeed.com