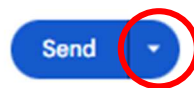


HOW TO SCHEDULE AN EMAIL FOR LATER DELIVERY

Tip: You can have up to 100 scheduled emails.

1. On your desktop, open Gmail. On your mobile device, open your Gmail app.
2. Click **Compose**.
3. Create your email.
4. At the bottom left, next to the “Send” button, click the **Down** arrow ▾ .

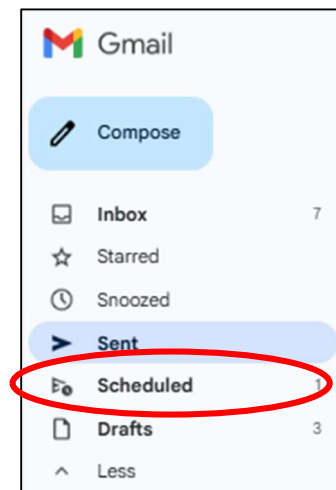


If you are on your mobile device, at the top right, tap **More** ⋮ .

5. Click **Schedule send**. Select the date/time you want the message to be sent.

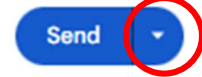
View or change scheduled emails

1. On your desktop, open Gmail. On a mobile device, open your Gmail app & tap Menu ≡.
2. On your desktop, at the left panel, click **Scheduled**.
On your mobile device, tap Menu ≡ > tap **Scheduled**.



3. Select the email you want to change > click **Cancel send**. (If you are on a mobile device, tap the email again to begin creating changes.) Note: When you cancel a scheduled email, it becomes a draft.
4. Create your changes.

5. On your desktop, at the bottom left, next to the “Send” button, click the **Down arrow** ▾ .
If you are on your mobile device, at the top right, tap **More** ⋮ .



6. Click **Schedule send**. Select the date/time you want the message to be sent.

Cancel scheduled emails

1. On your desktop, open Gmail. On your mobile device, open your Gmail app.
2. At the left panel, click **Scheduled**. If on your mobile device, tap Menu ☰ > tap **Scheduled**.
3. Select the email you want to cancel.
4. Click **Cancel send**. Note: When you cancel a scheduled email, it becomes a draft.