SEND A DELAYED/SCHEDULED MESSAGE IN OUTLOOK 365 WEB APP

Please see Tips for Microsoft 365.

This following Send later feature allows you to send a composed email message at a later date and time.

1. On the left navigation pane of your Outlook 365 web app, click the New message button.
2. On the bottom taskbar of your new message, click on the down arrow physically located on the Send button.
3. Click Send later from the drop-down menu.
4. “Set date and time” dialog box will open.
5. Next, select your preferred date and time that you would like the message to be sent.
6. Click Send when finished.