

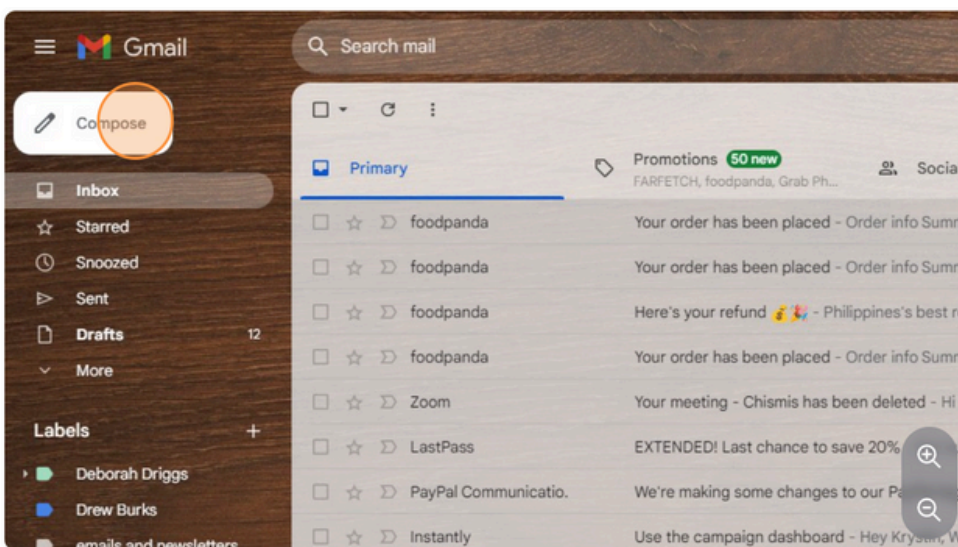
How to Schedule Emails



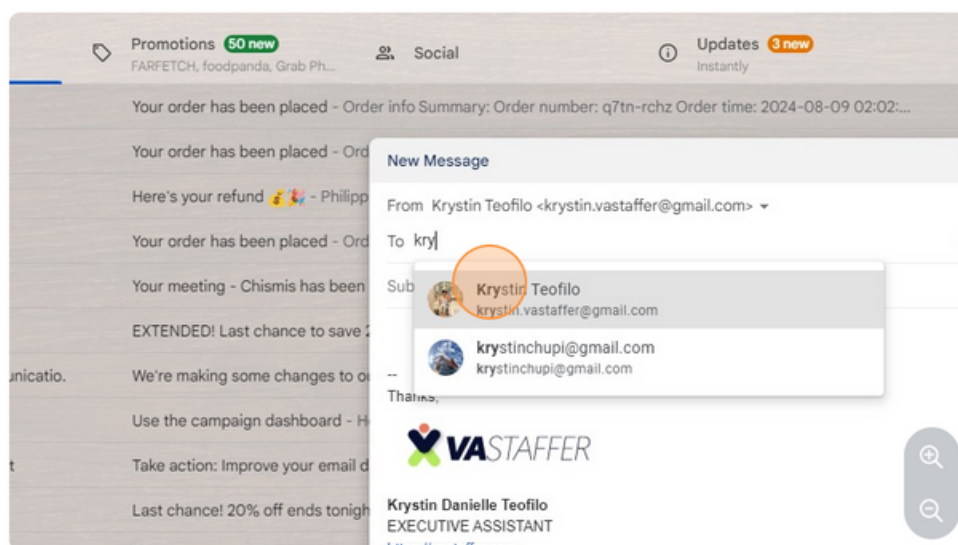
1 Navigate to

<https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox>

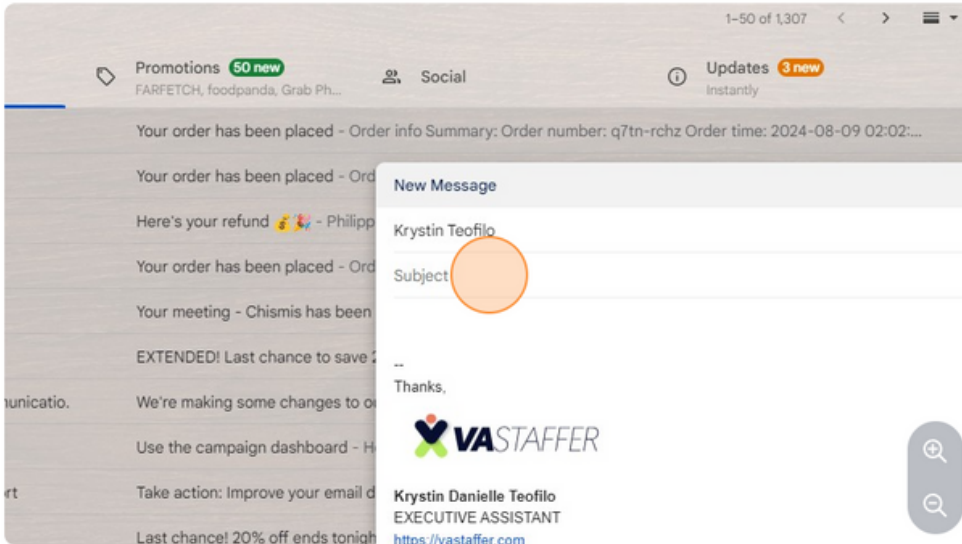
2 Click "Compose"



3 Choose your recipient.

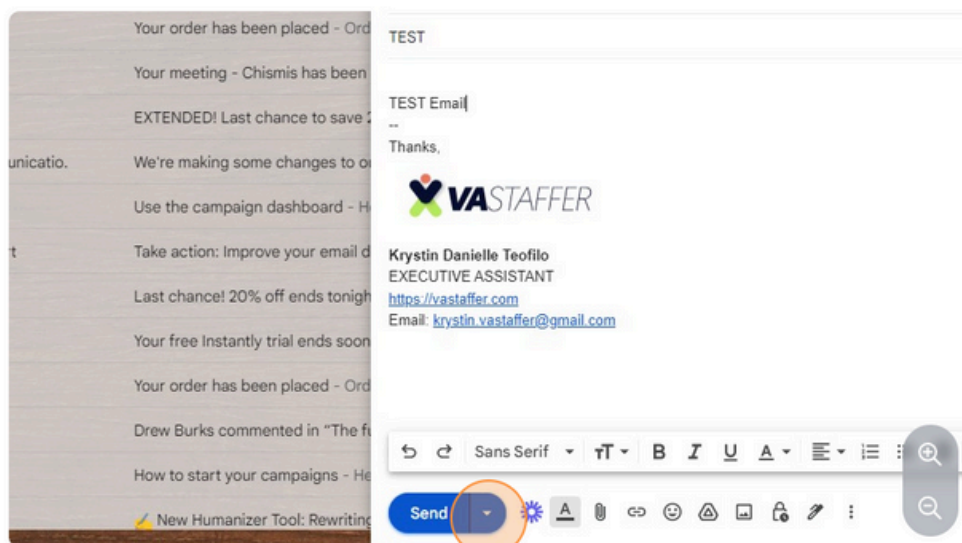


4 Click the "Subject" field.

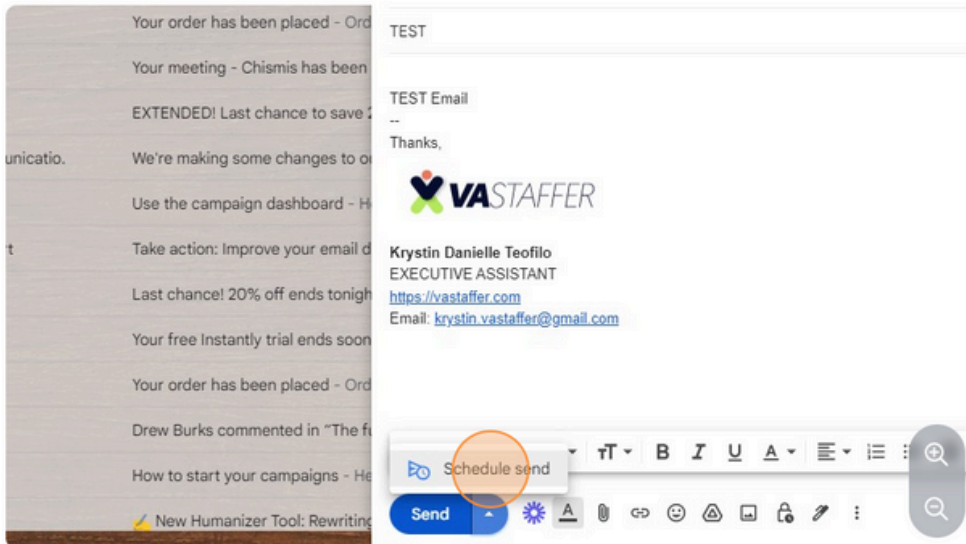


5 Type your email subject and your email body.

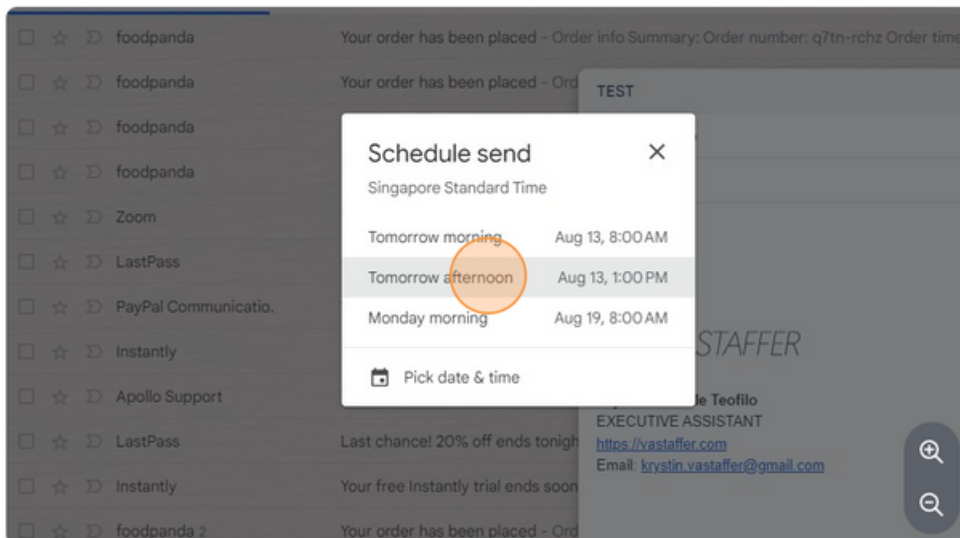
6 Click here.



7 Click here.

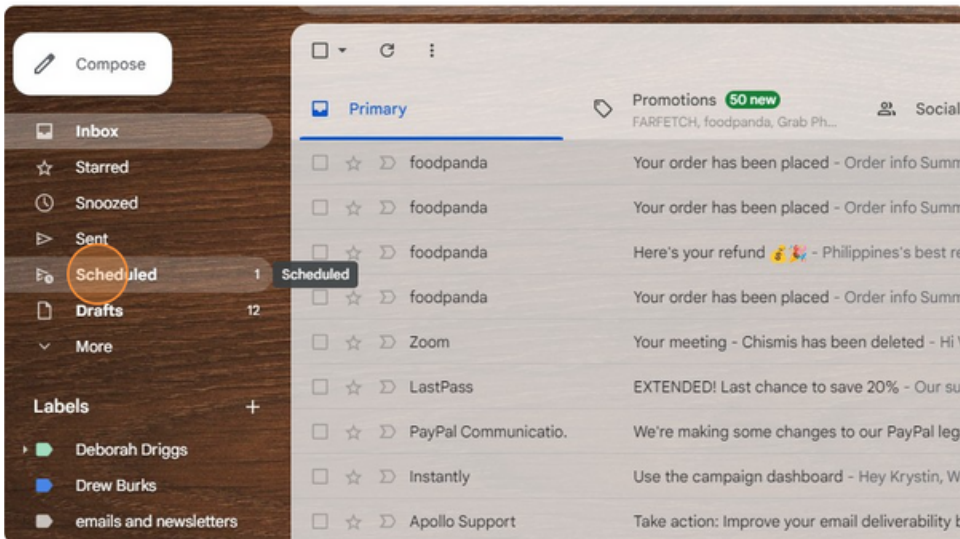


8 Click the time you want to schedule or select a custom date and time in "Pick date & time"

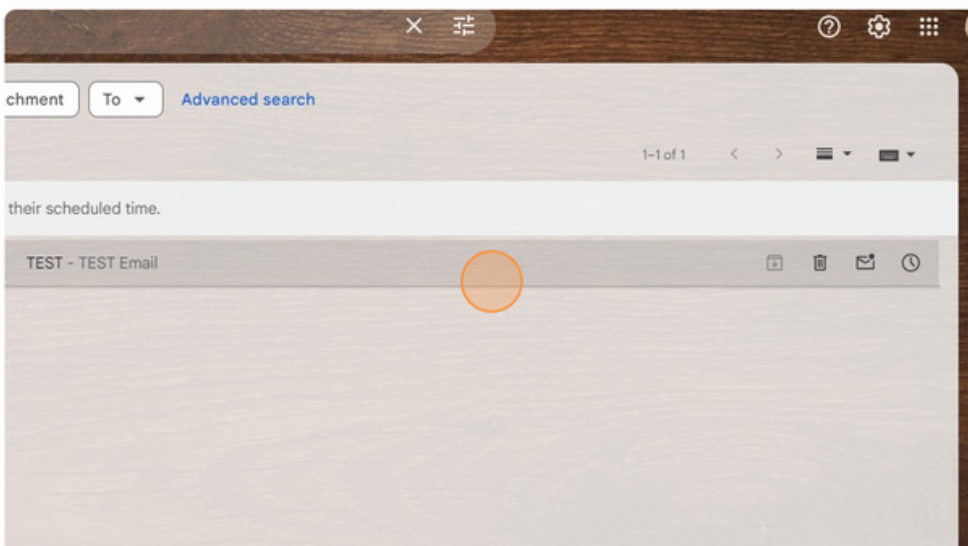


CANCELLING A SCHEDULED EMAIL

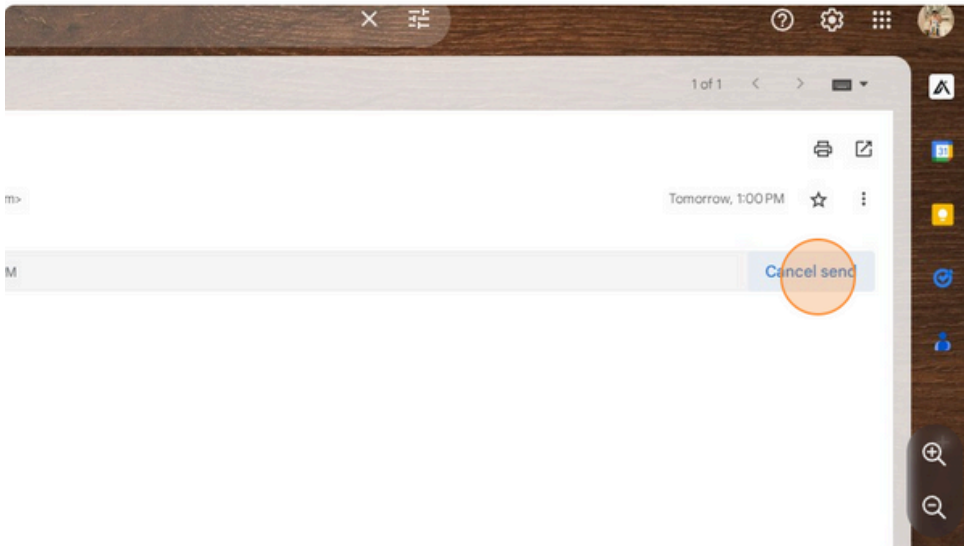
9 Click "Scheduled"



10 Click on the email you scheduled.



11 Click "Cancel send"



**SCAN
CALENDAR**



BOOK A STRATEGY CALL

Jeff J Hunter

*Founder VA Staffer
Pre-Trained, Pre-Vetted Executive
Assistants*