

How to Schedule Emails



www.vastaffer.com





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



Click "Compose"

= M Gmail	Q Search mail	
Compose	□• œ :	
Inbox	Primary	Promotions 60 new 2% Social FARFETCH, foodpanda, Grab Ph
☆ Starred	🗆 🚖 Ď foodpanda	Your order has been placed - Order info Summa
() Snoozed	🗆 🚖 Ď foodpanda	Your order has been placed - Order info Summa
▷ Sent	🗆 🕁 D foodpanda	Here's your refund 💰 🞉 - Philippines's best re:
More	🗆 🚖 D foodpanda	Your order has been placed - Order info Summ
	□ ☆ ∑ Zoom	Your meeting - Chismis has been deleted - Hi V
Labels +	□ ☆ D LastPass	EXTENDED! Last chance to save 20%
Deborah Driggs Drew Burks	🗌 🚖 D PayPal Communicatio.	We're making some changes to our Pa
emails and newsletters	🗆 🚖 🖸 Instantly	Use the campaign dashboard - Hey Kryson, Wh

3

Choose your recipient.



PAGE 01

VASTAFFER.COM





Click the "Subject" field.

			1-50 of 1,307 < >
0	Promotions 50 new FARFETCH, foodpanda, Grab Ph	뽌 Social ①	Updates 3 new Instantly
	Your order has been placed - Orde	r info Summary: Order number: q7tn-rchz	Order time: 2024-08-09 02:02:
	Your order has been placed - Ord	New Message	
	Here's your refund 💰 🞉 - Philipp	Krystin Teofilo	
	Your order has been placed - Ord	Subject	
	Your meeting - Chismis has been		
	EXTENDED! Last chance to save 2		
nunicatio.	We're making some changes to or	Thanks,	
	Use the campaign dashboard - H	X VASTAFFER	Ð
rt	Take action: Improve your email d	Krystin Danielle Teofilo	Q
	Last chance! 20% off ends tonigh	https://vastaffer.com	



Type your email subject and your email body.



Click here.







Click here.

	Your order has been placed - Ord	TEST
	Your meeting - Chismis has been	
	EXTENDED! Last chance to save 2	TEST Email
icatio.	We're making some changes to o	Thanks,
	Use the campaign dashboard - H	X VASTAFFER
	Take action: Improve your email d	Krystin Danielle Teofilo
	Last chance! 20% off ends tonigh	https://vastaffer.com
	Your free Instantly trial ends soon	Email: <u>krystin vastaffer@gmail.com</u>
	Your order has been placed - Ord	
	Drew Burks commented in "The fu	
	How to start your campaigns - He	Ro Schedule send
	🍝 New Humanizer Tool: Rewriting	Send - ※▲ 1 ↔ ⊕ @ & / :



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

	foodpanda	Your order has been placed - Order info Summary: Order number: q7tn-rchz Order tir
	foodpanda	Your order has been placed - Ord TEST
	foodpanda	Calcade la const
	foodpanda	Singapore Standard Time
	Zoom	Temorrow morping Aug 13, 9:00 AM
	LastPass	Tomorrow afternoon Aug 13, 1:00 PM
	PayPal Communicatio.	Monday morning Aug 19, 8:00 AM
	Instantly	STAFFER
	Apollo Support	Pick date & time Je Teofilo
	LastPass	Last chance! 20% off ends tonigh
	Instantly	Your free Instantly trial ends soon
	foodpanda 2	Your order has been placed - Ord

CANCELLING A SCHEDULED EMAIL

Click "Scheduled"

9

10

0	Compose	□ • C :				
	Inbox		Primary		0	Promotions 50 new Social
\$	Starred		☆ D	foodpanda		Your order has been placed - Order info Summa
0	Snoozed		\$ D	foodpanda		Your order has been placed - Order info Summa
⊳	Sent		☆ D	foodpanda		Here's your refund 💰 🕵 - Philippines's best re:
Fo	Scheduled 1 S	chedule	d	foodpanda		Your order has been placed - Order info Summi
۵	Drafts 12	-	W D	looopanda		Tour order has been placed - order into summi
	More		\$ D	Zoom		Your meeting - Chismis has been deleted - Hi V
1.1			\$ D	LastPass		EXTENDED! Last chance to save 20% - Our sur
Lab	eis +		άD	PayPal Communicatio.		We're making some changes to our PayPal lega
	Deborah Driggs					
-	Drew Burks		☆ D	Instantly		Use the campaign dashboard - Hey Krystin, Wr
	emails and newsletters		☆ D	Apollo Support		Take action: Improve your email deliverability by

Click on the email you scheduled.

	× ==		⑦ ⅲ (
chment To 🔻 Advanced search			
		1-1 of 1 < >	= = =
their scheduled time.			
TEST - TEST Email		•	







VASTAFFER.COM



SCAN CALENDAR

VA STAFFE



BOOK A STRATEGY CALL

Jeff J Hunter

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

VASTAFFER.COM