



How to Schedule or Re-schedule an Email for Delivery

You can select a future date and time for your email to be sent. You can also Save a Draft of your email to schedule later or Send Now to immediately add your email to the delivery queue.

- ➔ For a new email, the “Schedule Email” screen will be the last step of the “Create an Email” wizard.
- ➔ For an existing email, in the “Manage Emails” tab, find and click on the email that you would like to schedule and select **Schedule Email**. This is also the step in the process where you can change an email into an Auto Responder (i.e., an automated Welcome Email based on specific conditions you select).
- ➔ Click the radio button next to “Schedule - Choose a delivery date and time for your email”. Use the calendar and time selection boxes to select the date and time you want your email to be sent to your selected contacts.

When you are finished, click **Apply**. EasyContact will now send your email on the selected date and time.