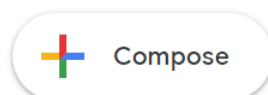


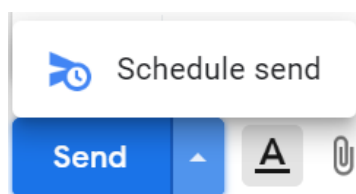


Sending Scheduled Emails in G Suite

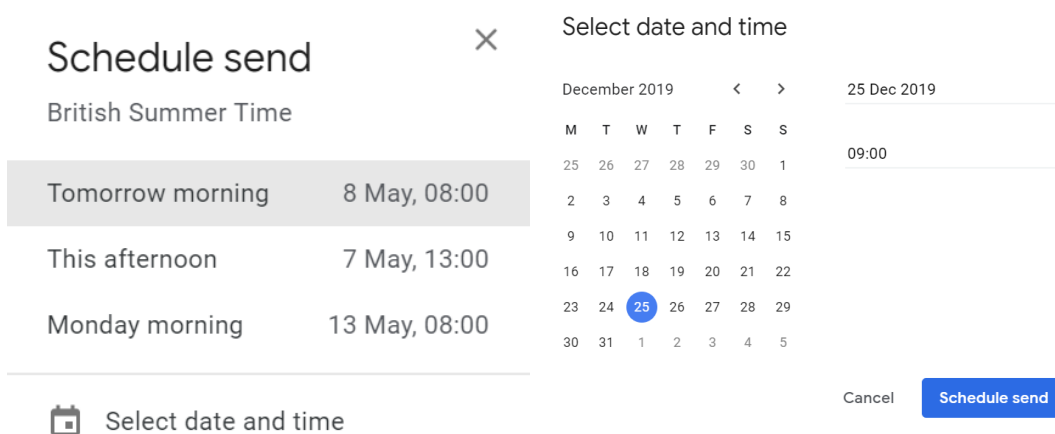
1. Sign in to your Brigshaw Trust email and click “Compose” in the top left hand corner to start a new email as normal.



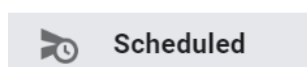
2. Compose your email as normal, including recipients, subject line, the text you’d like to send and any attachments.
3. Click the drop down arrow next to the send button, and select “Schedule Send”



4. Finally, select when you would like to send your email. There will be a series of options or choose “Select date and time” to fully customise.



5. You’re done! Your email will now show under “Scheduled” click this to view or make changes to your email.



6. If you would like to make changes to an email, select it and click “Cancel send”. The email will be reverted to a draft for you to make changes to or reschedule.



Send scheduled for Wed, 25 Dec, 09:00

[Cancel send](#)