

5.17 Schedule an Email

Use **Schedule send**, beside Send in the browser compose window, to send a message later.

1. Write the message and wait for any attachments to finish uploading.
2. Select **Schedule send**.
3. Choose a future date and time, up to 30 days ahead. Times use the timezone of your current device.
4. Review the displayed date, timezone, and recipients, then confirm **Schedule send**.

The message appears in **Outgoing**. You can close Email or turn off your device; the server sends it at the scheduled time while service is available.

Your Delay before sending preference adds no extra wait to the scheduled time. To send early, select **Send now** in Outgoing.

Change or cancel a scheduled message

Open Outgoing and select **Cancel scheduled send** before sending begins. Choose **Save to Drafts**, open the recovered draft, make your changes, and schedule it again. Closing a dialog does not cancel the scheduled message.

Delivery and limits

Check Sent after the scheduled time. Successful messages leave the default Outgoing list after about 30 seconds; use **Show recent completed messages** for status history.

Scheduled sending uses your account's current permission to send. A service interruption or an account access change can prevent delivery. Messages more than an hour overdue are stopped for manual recovery. Failed or uncertain attempts are not automatically resent; follow the guidance in [Undo Send and Outgoing](#).

Browser sending supports up to 50 recipients and a 20 MB encoded message, including attachments. Encoding makes attachments larger than their original files. If outgoing storage is full, recover or resolve older entries, or contact Support.

Current online article: <https://help.lightdrive.one/email/schedule-an-email>

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