

# Schedule an Email to be Sent at a Later Time

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Emails can be scheduled up to 90 days in the future using the *Send Later* button on the email *Preview* screen.

When you preview an email that was created in Jackrabbit, you have the option to send the email immediately or schedule the email to be sent at a later date/time.

The screenshot shows the Jackrabbit interface for previewing an email. At the top, there's a 'Preview' button highlighted with a yellow box. Below it are buttons for 'Return', 'Send Now', and 'Send Later' (with a clock icon), along with 'Help' and 'Send Idea'. The email details are as follows:

- Results** (with a hand cursor icon)
- Deliver To:** Contacts and Students
- Email Replies Sent To:** jackrabbithelpcenter@gmail.com
- Subject:** Bring a friend to class
- Message:** [Hide Message](#)

The email content features a photo of two young girls and the text 'Bring a Friend to Class'. Below the photo, the text reads: 'Does your child LOVE coming to class and want to share that experience with friends? We would like to invite your child to bring a friend to class during the week of July 10th - July 15th? We look forward to meeting them! Message Length: 219'.

**Matched Recipients**

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Type	Acct/Family Name ↕	Balance	Name	Email	Check All
Contact	Ager	0.00	Holly Ager	hollyager41@gmail.com	<input checked="" type="checkbox"/>
Contact	Andrews	95.00	Stephanie Andrews	stephandrewsjr@gmail.com	<input checked="" type="checkbox"/>
Contact	Brown	125.00	Janice Brown	jbrown@email.com	<input checked="" type="checkbox"/>

The recipient list for the scheduled email is generated and attached to the email based on the search criteria used **on the date you create the email**.



*An email scheduled to be sent on a future date will only include recipients that matched your selection criteria at the time you created the email. It is not updated, prior to being sent, to include any students who enrolled after you created the email, nor will it exclude any students who may have dropped since that date.*

To schedule an email to be sent later:

1. Compose your email (for example from *Families > Email/Text Families*).
2. Using the various search criteria, choose who the email is being sent to.
3. **Preview List.**
4. Clear the checkbox for any email address you don't want to receive the email.
5. Select **Send Later.**
6. Select the **Date** and **Time** you want the email to be sent. *Note: The email will be sent based on the Time Zone designated in Tools > Edit Settings > Time Date Settings.*

### Email - Send Later

**Send Later Details**

Deliver To: Contacts and Students  
Email Replies Sent To: jackrabbithelpcenter@gmail.com  
Subject: Bring a friend to class

**When do you want to schedule this email?**

Jackrabbit can send this email up to 90 days from today. Pick a date and time below. [?](#)

Date   Time

This email will be sent based on (GMT-05:00) Eastern Time (US Canada).  
You can edit your Default Time Zone in [Tools > Edit Settings](#).

7. Select **Send Later.**

You will receive a confirmation that your email has been scheduled.

Your email is scheduled to be sent 06/14/2017 05:00 PM

 Preview, edit, or cancel this email before the scheduled Date/Time by going to [Scheduled Emails](#)

When your email is on the way, you'll be sent a confirmation email listing all the recipients.