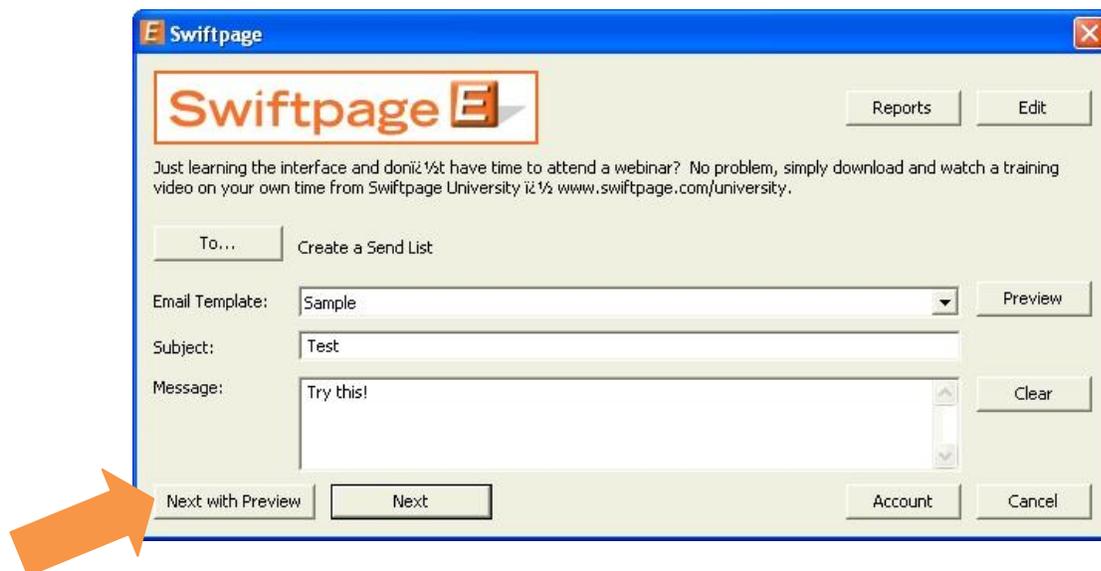# Swiftpage E

Quick Start Guide to:

Using the Scheduled Send Feature in Swiftpage for Outlook

The scheduled send feature allows you to schedule emails up to sixty days in advance of their sending. This Quick Start Guide provides detailed instructions for using the scheduled send feature in Swiftpage for Microsoft Outlook. *Note: this feature is only available for our Pro and Team Service members.

1. Click on the Swiftpage icon Outlook.

2. Click the To… button to add contacts to your send, choose your email template, enter your subject line and enter a personal message (if applicable). Then, click on the "Next with Preview" button.

3. Once the preview screen opens in your Internet browser, you should see a Scheduled Send email button at the top of the screen. Click the Scheduled Send button.

4. A calendar view will appear showing all available dates for the scheduled send. Click on the date you want to send your email and then select the time of day from the dropdown menu below the calendars. When you have selected your date and time, click Schedule Email Campaign.

5. You will see a confirmation screen telling you your email blast has been scheduled. You are finished!