

Schedule Send: Microsoft Teams

By Forrest Moulin

Thoughts, ideas, and inspiration do not always occur from 9 to 5, sometimes preventing users from collaborating with others outside normal business hours. To address this issue, technology companies have begun to adopt email and message scheduling features. As of October 2022, Microsoft Teams users can schedule a chat message to be sent at a certain time and date.

NOTE: This feature will not work with messages that users send to themselves.

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Mobile (iOS 16.0 / Teams Version 4.16.1)

1. Type your message and hold down the **Send** button (paper airplane icon).

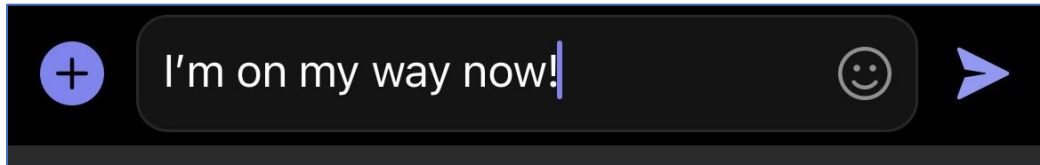


Figure 1: Mobile Teams chat message box

2. Set the date and time and select **Send at scheduled time**.

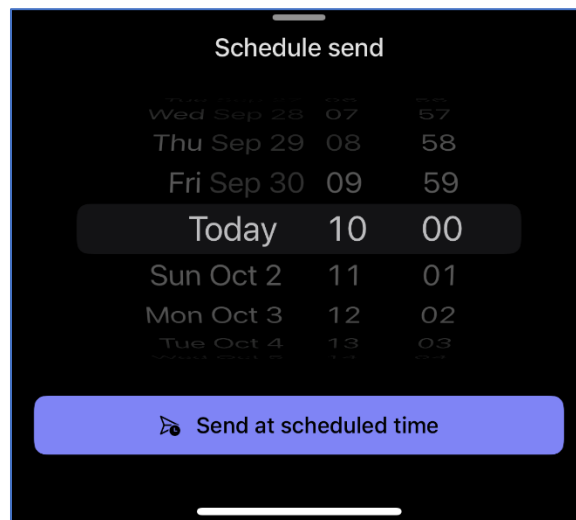


Figure 2: Mobile *Schedule send* view

3. Verify that the message was confirmed and wait for it to be sent! 😊

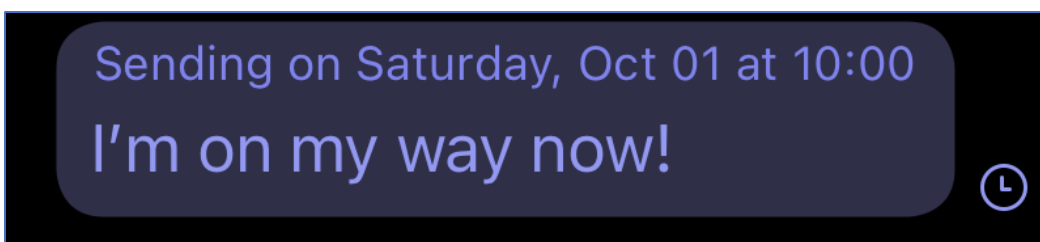


Figure 3: Example of a scheduled Teams chat message (mobile)

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Desktop (Windows 11 / Teams Version 1.5.00.27363)

1. Type your message and hold down the **Send** button (paper airplane icon).

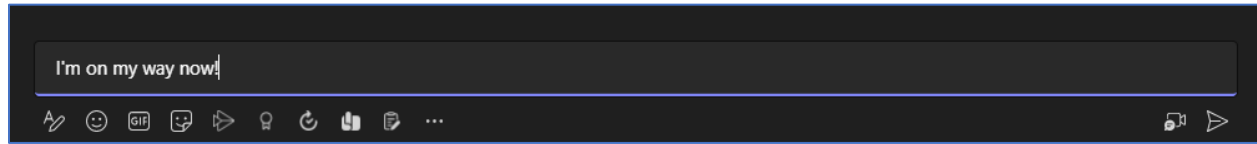


Figure 4: Desktop Teams chat message box

2. Set the date and time and select **Send at scheduled time**.

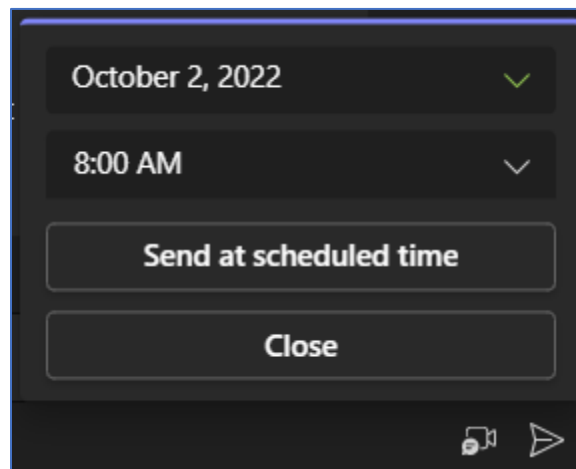


Figure 5: Desktop *Schedule send* view

3. Verify that the message was confirmed and wait for it to be sent! 😊

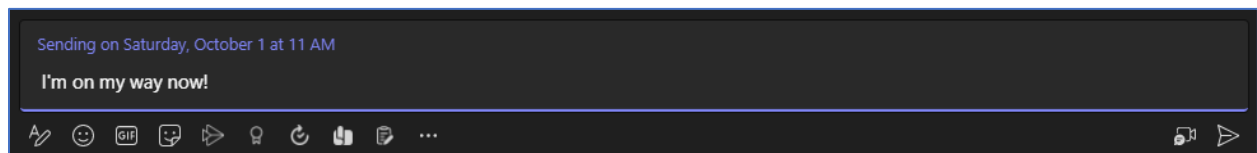


Figure 6: Example of a scheduled Teams chat message (desktop)