Scheduled Emails: Send Later, Not Now

Sending Email · https://coreel.ai/help/scheduled-emails-send-later-not-now/

Sometimes you want to record a video right now, but send it later — early the next morning when your prospect is most likely to open it, or at the exact time you've scheduled a follow-up. coReel lets you record now and schedule the actual send for any future date and time.

When to schedule a send

Common reasons to schedule:

- **Time zone optimization.** Your prospect is in another time zone — schedule to land in their morning, not your evening.
- **Day-of-week timing.** Tuesday and Wednesday mornings consistently get better open rates than Friday afternoons.
- **Follow-up cadence.** Record three follow-ups in a single session, schedule them to land days or weeks apart.
- **Compliance windows.** Some industries have rules about when prospects can be contacted.

Scheduling a send

1. Record or pick a video as normal.
2. On the send screen, look for the **Send later** option (often a clock icon next to the Send button).
3. Click **Send later**.
4. Pick the **date** and **time** you want the email to go out.
5. The time picker uses **your local time zone** by default. If you want to think in the recipient's time zone instead, toggle the time zone selector below the picker.
6. Click **Schedule**.

The email is now queued for that date/time. You can keep working — no need to leave the app open.

Success Check: You should see a confirmation that says something like "Scheduled for [date, time]." The video also appears in **My Emails** marked as **Scheduled**.

Viewing scheduled emails

Go to **My Emails** and filter by **Scheduled**. You'll see all sends that haven't gone out yet, sorted by scheduled time (next-up at the top).

Each scheduled email shows:

- Recipient
- Subject
- Scheduled send time (in your local time zone)
- A small clock icon indicating it's pending

Editing or canceling a scheduled send

You can change your mind up until the moment a send fires.

To reschedule:

1. Open the scheduled email from **My Emails → Scheduled**.
2. Click **Edit schedule**.
3. Pick a new date/time.
4. Save.

To cancel:

1. Open the scheduled email.
2. Click **Cancel send**.
3. Confirm.

The email is removed from the queue and won't be delivered. You can still find the video in **My Videos** if you want to use it for another send later.

What happens at the scheduled time

At the scheduled send time, coReel sends the email through whichever provider you selected (Gmail, Outlook, Keap, HighLevel, HubSpot). From there it behaves like any other send:

- The recipient gets your video email
- Tracking starts (opens, clicks, watches)
- Any connected automation triggers fire normally
- Replies route to your Reply Inbox

If the send fails for any reason (provider down, OAuth expired, etc.), the email is marked as **Failed** in My Emails and you're notified.

Scheduling limits

- **Max scheduling window:** typically 90 days into the future. Beyond that, you'll get a "Date too far in the future" error.
- **Min lead time:** the scheduled time must be at least a minute in the future. You can't schedule something for "30 seconds from now" — just hit Send.
- **Multiple recipients:** if you schedule a send to multiple recipients, the entire batch fires at the scheduled time as a single job.

Scheduling on mobile

Scheduled sends are not yet available on the mobile app. To schedule a send, use the web app at app.coreel.ai.

This is on the mobile roadmap.

Troubleshooting

My scheduled email never sent. Check **My Emails → Scheduled** to see if it's still pending. If the time has passed and it didn't go out, look in **My Emails → Failed**. The most common cause of failure is an expired OAuth token on the sending provider — reconnect in **Settings → Integrations** and retry.

The time I picked looks wrong on the My Emails screen. Make sure your account is set to the right time zone in **Settings → Profile**. If you've recently moved time zones, you may need to update this manually.

I scheduled in the recipient's time zone but it didn't honor that. The time zone toggle on the scheduling picker controls how the time is displayed and stored. If the email arrived at the wrong local time for the recipient, check the time zone you had selected when you scheduled. The system always converts to UTC under the hood, so display issues are typically the picker setting.

Can I schedule recurring sends? Not currently. Each scheduled send is a one-off. Recurring sends are a roadmap item.