Published on *University of Colorado* (https://www.cu.edu)

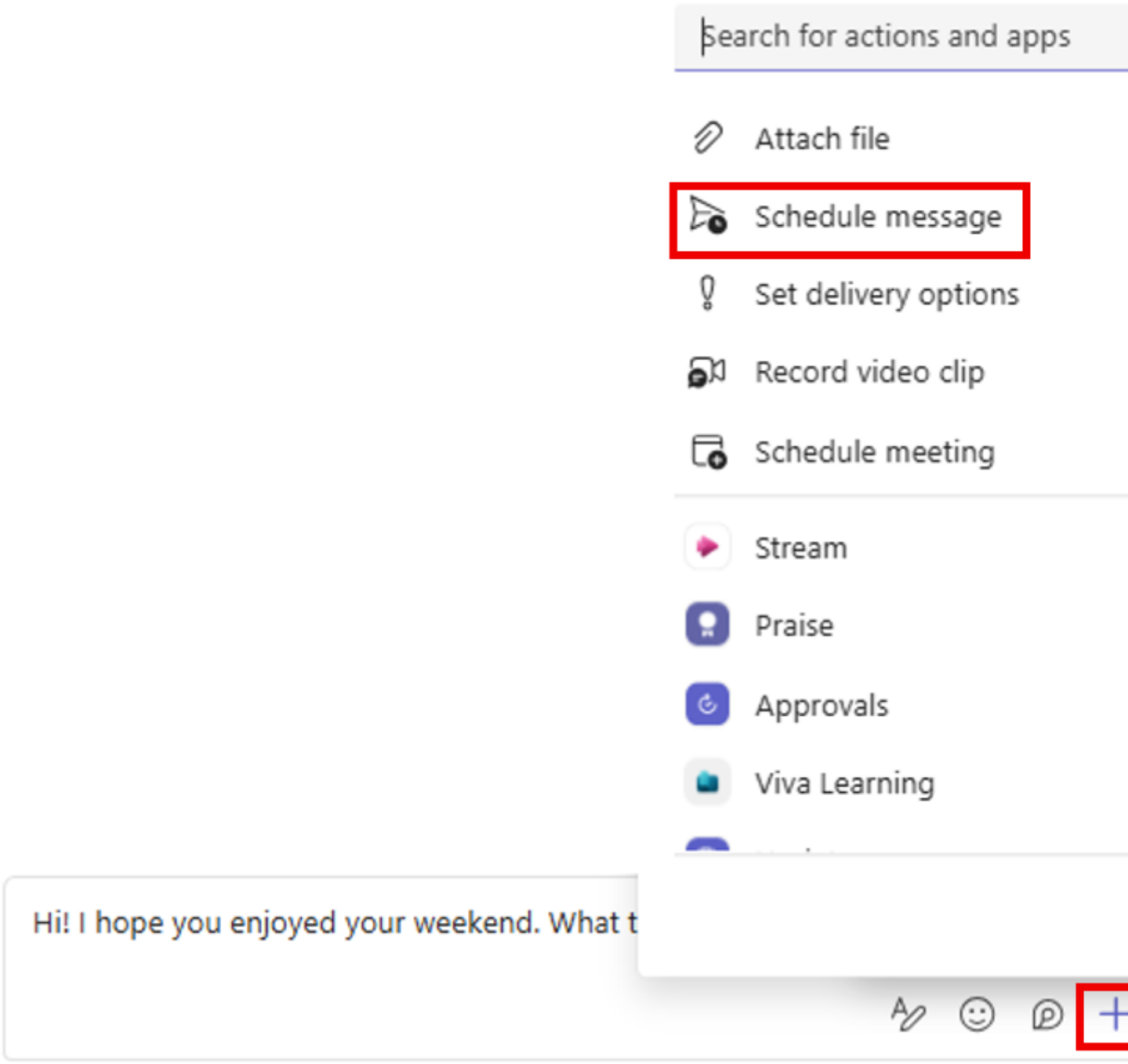
Schedule direct messages and posts in Teams [1]

July 14, 2025 by ES and UIS Communications [2]

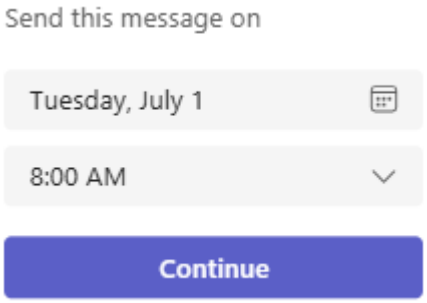
If the timing isn't ideal to send a chat message or Teams channel post, you can schedule it for a specific date and time. Taking the time to schedule a message or post is greatly appreciated if you are working outside normal business hours, communicating with peers in different time zones or contacting someone who is on Do Not Disturb.

Scheduling a direct message

1. In a Teams chat, select the **+ icon** in the message box and click **Schedule message**.

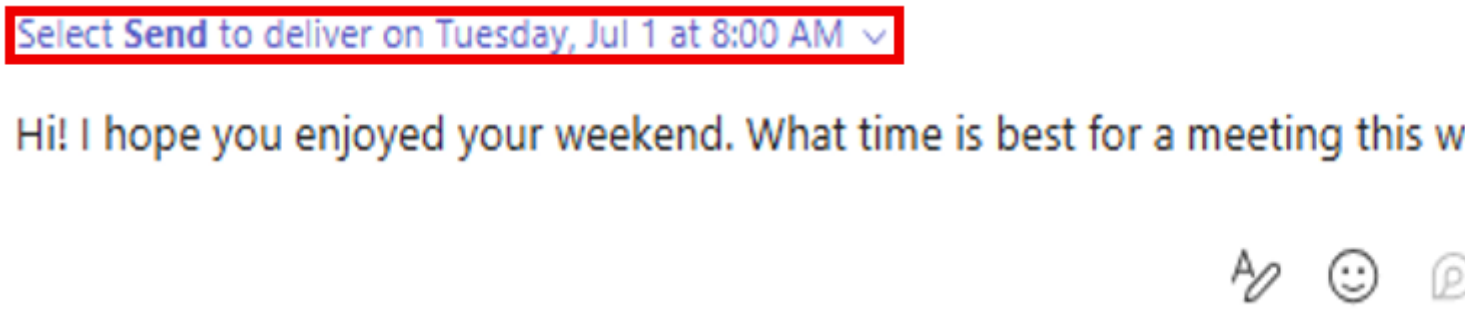


2. Select the date and time to send the message. Click **Continue**.

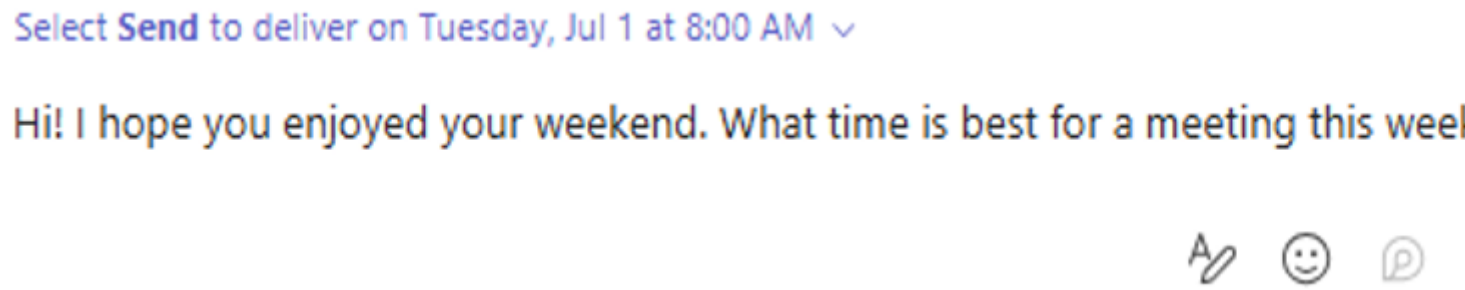


3. The date and time you selected to send the message will appear at the top of the message box. Confirm you've selected the ideal delivery time. You can change the

delivery date and time by clicking it.

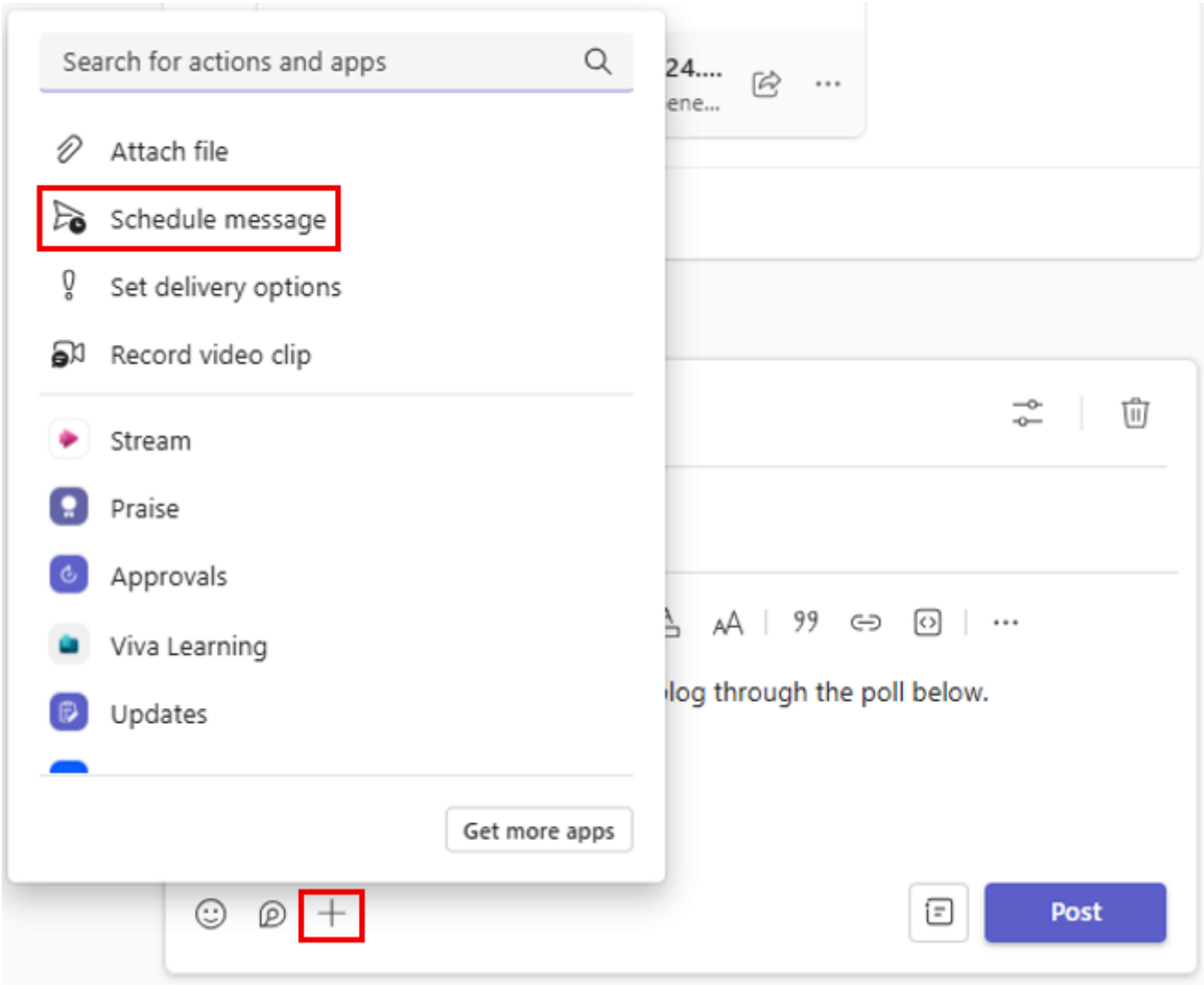


4. Click the **Send** icon to schedule the chat. You can edit or cancel the scheduled send up until the set delivery time.

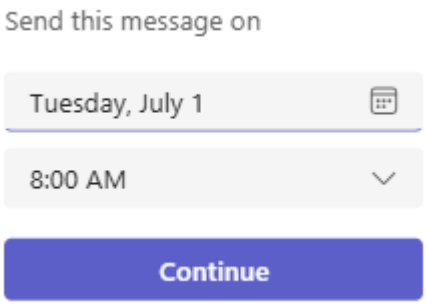


Scheduling a channel post

1. In your message to the channel, select the **+ icon** and click **Schedule message**.



2. Select the date and time to publish the post. Click **Continue**.



3. The post will be published at the set date and time. You can edit or cancel the post up until the set publish time.

Teams [3]
Display Title:
Schedule direct messages and posts in Teams
Send email when Published:
No

Source URL:https://www.cu.edu/blog/tech-tips/schedule-direct-messages-and-posts-teams

Links
[1] https://www.cu.edu/blog/tech-tips/schedule-direct-messages-and-posts-teams

[2] https://www.cu.edu/blog/tech-tips/author/166688 [3] https://www.cu.edu/blog/tech-tips/tag/teams