

Outlook

For Internal Use Only

Delay Sending of an Email:

There may be occasions when you want to delay sending a message in Outlook, say for a few hours or maybe a few days later. For instance, you may need to send several reminders for an upcoming program or perhaps send invoices for the month, which are to be delivered at a later date or spaced out over several days.

<u>Click here</u> to know how to delay email sending until a specific date and time.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

Delay Sending of an Email
1. Go to <i>Options</i> tab.
Image: Subject: Untitled - Message (HTML) Message Insert Options Format Text Image: Subject: Image: Subject:
 Click on <i>Delay Delivery</i> button or the <i>expansion button</i> at the lower right corner of the More Options group.

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Untitled - Message (HTML)	
Message Insert Options Format Text	
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Themes Fields Format Tracking 😰 More Options 🔯	
This message has not been sent.	
From From Send To Cc Cc Bcc Subject:	
 Make sure that "Do not deliver before" is selected/checked. Select the desired delivery date and time using the drop-down list. 	

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Message settings Importance: Sensitivity:	Normal	Security Change s	ecurity settings for t	his message.	
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Delivery options	_	_			
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