How do I... delay when my email is sent

Instead of sending your email immediately you press the "Send" button, you can set up Outlook to delay this for a specified number of minutes. This gives you the opportunity to reflect on what you have written or correct any errors, such as selecting incorrect addressees, forgetting to include attachments or remembering to encrypt attachments which contain confidential information or personal data.

There are two options to delay sending emails. You should choose only one option as they may conflict with each other.

Option 1 – Send/receive timer:

This option simply sets a timer to send and receive every "n" minutes. For example, if you set the timer to send/receive every 10 minutes, there will be a window of between 0 and 10 minutes during which you can stop the email being sent – so you may be unlucky and create your email just as the timer is set to send/receive. It will also delay the receipt of email in your Inbox for the same duration.

The advantage of this option is that it's easy to override the delay, simply by pressing the Send/Receive button on the top menu bar



1 Select **Tools>Options**

2 Ensure that the "Send immediately when connected" box is not ticked



3 Click the **Send/Receive** button and specify how often you want Outlook to automatically send/receive emails – in the example below this is every 10 minutes.



4 Click on Close and Apply

If you want to override this delay for a specific email you can do this by clicking on the **Send/Receive** button in Outlook and it will send the email immediately.

😡 Outbox - Microsoft Ou	tlook												- 1	X
<u>File E</u> dit <u>V</u> iew <u>G</u> o	<u>I</u> ools <u>A</u>	ctions <u>H</u>	elp								Ty	pe a question f	or help	٠
: 🔂 <u>N</u> ew 🔸 🏟 🖓 🗙		Reply t	to Aļl	🔒 Forward	1 V Ø	🚰 Send/Re <u>c</u> eive 🔹 🆄	Search address books	• 0	13	Ø .				
Mail			«	🗟 Outbox				Sea	rch O	utbox			<i>۰</i> م] *
Favorite Folders			*	14 🗋 🖉 То	Subje	ect		1	ent	*	Size	Categories	P	
Inbox (13) I Unread Mail (46)						There ar	e no items to show in this v	iew.						
Mail Folders			×											

Option 2 – using Rules

This option creates a rule to defer sending an email for a specified number of minutes. It does not affect how often you receive emails. The advantage of this method is that it consistently applies the delay period to every email, so there is always the opportunity for the specified number of minutes to review an email prior to sending. However it's more difficult to override the rule in order to send a specific email faster.

To create a rule to delay the delivery of all email messages in Outlook 2007:

1 Go to Tools>Rules and Alerts

Bite Edit Settions Help Send Receive Instant Search Favorite Folders Instant Search Favorite Folders Intere are no items to show in this view. Intere are no items to show in this view. Favorite Folders Favorite Folders Intere are no items to show in this view. Favorite Folders Favorite Folders Favorite Folders Favorite Folders Intere are no items to show in this view. Favorite Folders Favorite Folders Favorite Folder Favorite Folders Favorite Folder Favorite Folders Favorite Folders Favorite Folder Favorite Folder Favorite Folders Favorite Folder Favorite Folders Favorite Folders Favorite Folder Favorite Folder Favorite Folders Favorite Folder Favorite F	Even Even Send.Receive Mail Send.Receive Instant Search In	😔 Outbox - Microsoft Out	ook								- 5
Sgnd Receive Mail Instant Search Jatart Search Address Book	Address gook Ctri-Shift-B Paronite Folders Address gook Inbox iii Address gook Ibbox iii Recourds Send Receive Intere are no items to show in this view.	Eile Edit Yiew Go	Ico	ols Actions Help					Ty	pe a question for	chelp.
Mail Instant Search X Search Outbox P Favorite Folders Address Book	Mail Jostant Search × Search Outbox P Favorite Folders Image: Address Book Ctrl-Shift+B Subject Sent * Size Categories Image: Address Book Ctrl-Shift+B Subject Sent * Size Categories Image: Address Book Ctrl-Shift+B Subject Sent * Size Categories Image: Address Book Ctrl-Shift+B Image: Address Book Ctrl-Shift+B Subject Sent * Size Categories Image: Address Book Ctrl-Shift+B Image: Address B	Gillew · 桑巴X		Sgnd Receive	-	🛛 🚩 🔊 📑 Send	iRegeive 🔹 🖄 🛄 Searth address bo	ola 🕑 😣 🖏	S .		
Favorite Folders Image: Address BookChrishint=8 Subject Sent * Size Categories Inbox (i) Image: Address BookChrishint=8 Subject Sent * Size Categories Inbox (ii) Image: Address BookChrishint=8 Subject There are no items to show in this view. Image: Address BookCategories Mail Folders Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder Image: Address Folder	Favorite Folders Address BookChri-Shift+8 Subject Sent * Size Categories Inbox (i) Image: Consume Anality Image: Consume Anality	Mail		Instant Search	• ×			Search Outbo	6		0.
Inbox (i) Sent Rems Rules and Alerta Sent Rems Orge of Officer Annutation Mail folders Mail Folders Empty 'Deleted Rems' Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' Mail areo @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ Empty 'Deleted Rems' @ guitons @ Empty 'Deleted Rems' @ guitons @ guitons <td>Inbox (i) Image: Consecte Unread Mail (ii) Rules and Alerts Sent Rems Ogn of Otroce Arabitation Mail Folders Mailog Cleanup General: Recover Deleted Rems' Folder Recover Deleted Rems Forms Account Settings Image: Contexter Quotions E-mail Scan Properties Stan for Threats Stan for Threats</td> <td>Favorite Folders</td> <td>E</td> <td>Address Book Ctrl+Shift+</td> <td>8</td> <td>Subject</td> <td></td> <td>Sent *</td> <td>Size</td> <td>Categories</td> <td>P</td>	Inbox (i) Image: Consecte Unread Mail (ii) Rules and Alerts Sent Rems Ogn of Otroce Arabitation Mail Folders Mailog Cleanup General: Recover Deleted Rems' Folder Recover Deleted Rems Forms Account Settings Image: Contexter Quotions E-mail Scan Properties Stan for Threats Stan for Threats	Favorite Folders	E	Address Book Ctrl+Shift+	8	Subject		Sent *	Size	Categories	P
Wirread Mail [41] Rujes and Aletta Sent Rems Oge of Office Association Mail Folders Mailbog Cleanup Empty 'Deleted Rems' Folder Recover Deleted Rems gorms Mailors Mairo Account Settings Trugt Center Customize Qptions E-mail Scan Property is Segn for Threats Scan for Threats	Cign of Others Mail [41] Cign of Others Hantback Mail Folders Cign of Others Hantback Mail Science Annual Alerts Cign of Others Hantback Mail Science Deleted Rems: Folder Forms Forms Account Settings Trugt Center Customize Qubtions E-mail Scan Properties Stan for Threats	Dibox (4)	24	Organize			There are no items to show in this	view.			
Mail Folders Mailbog Cleanup Mailbog Cleanup Mailbog Cleanup Mailbog Cleanup Forms Recover Delejed Items Forms Account Settings Trugt Center Customize Options E-mail Scan Properjus Scan for Threats	Mail Folders Mailbog Cleanup Image: Secour Deleted Rem: Folder Percour Deleted Rems Format Mail Dog Cleanup Format Recover Deleted Rems Format Account Settings Frugt Center Quotomize Quotomize Stan Fropergies Stan Fropergies	Sent Rems	1	Rules and Alerts							
Mailog Cranup Empty 'Deleted Rem'' Folder Recover Deleted Rem forms Marro Account Settings Trugt Center Gustomize Options E-mail Scan Properties Scan for Threats	Empty: 'Deleted Rems.'' Folder Recover Deleted Rems Forms Macro Account Settings Trugt Center Quitomize Qptions E-mail Scan Properties Stan for Threats	Mail Folders		Helber Classes							
Compy Control atom: Folder Recover Deleted Items Forms Macro Account Settings Trugt Center Guttomize Qptions E-mail Scan Properties Scan for Threats	Recover Delejed Rems Borns Macro Account Settings Trugt Center Customize Qptions E-mail Scan Properjies Stan for Threats		0	Mailboy Cleanup							
Account Settings Frugt Center Quotomize Quotomize Scan For Propediet Scan for Threats	Eorms Macro Account Settings Trugt Center Customize Qptions E-mail Scan Properties Stan for Threats		0	Empty Deleted Kems Folder							
Loring Macro Account Settings Trugt Center Quotomize Qptions E-mail Scan Properties Scan for Threats	Macro Account Settings Trugt Center Customize Options E-mail Scan Properties Stan For Threats		+8	Kernie neielen meinem							
Account Settings Trugt Center Gustomize Options E-mail Scan Properties Scan for Threats	Account Settings Trugt Center Customize Options E-mail Scan Propergies Stan for Threats			Forms							
Account Settings Trugt Center Customize Options E-mail Scan Properties Scan for Threats	Account Settings Trugt Center <u>Customize</u> <u>Options</u> E-mail Scan Properties Stan for Threats			Macro	<u> </u>						
Gustomize Gptions E-mail Scan Properties Scan for Threats	Customize Qotions E-mail Scan Properties Stan for Threats			Account Settings							
Qptions E-mail Scan Properties Scan for Threats	Qptions E-mail Scan Propedjes Stan for Threats			Gustemine							
E-mail Scan Propergies Scan for Threats	E-mail Scan For Propediet Scan for Threats			Sustainer.							
Scan for Threats	Stan for Threats			Sportin-							
Sign for Investi-	Segn for investi-			E-Mail Scan Properties							
			_	Segu for intratt-							
		🖂 Mall									
A Mail	S Mail	Calendar									
Aali Calendar	Calendar	ap Contacts									
Mall Calendar Contacts	Calendar			2 - 5 - 2							

2 Click New Rule

R	ules and Alerts			<u>? ×</u>
	E-mail Rules Ma	nage Alerts		
	🖄 <u>N</u> ew Rule	Change Rule 🔹 🐚 Copy 🗙 Delet	e 🛛 🚯 🦺 Run Rules Now Options	
	Rule (applie	d in the order shown)	Actions	A

3 Select Check messages after sending and click Next

ep 1:	Select a template
Stay	Organized
-	Move messages from someone to a folder
2	Move messages with specific words in the subject to a folder
2	Move messages sent to a distribution list to a folder
\sim	Delete a conversation
9	Flag messages from someone for follow-up
2	Move Microsoft Office InfoPath forms of a specific type to a folder
2	Move RSS items from a specific RSS Feed to a folder
Stay	Up to Date
2	Display mail from someone in the New Item Alert Window
4	Play a sound when I get messages from someone
	Send an alert to my mobile device when I get messages from someone
Star	t from a blank rule
\times	Check messages when they arrive
	Check messages after sending

- 4 Click **Next** again. When Outlook asks if you want this rule to apply to every message you send, click **Yes**
- 5 Click the checkbox next to defer **delivery by a number of minutes** and select the minutes you want to delay the message:

Rules Wizard	×	
What do you want to do with the message? Step 1: Select action(s)		
 assign it to the <u>category</u> category move a copy to the <u>specified</u> folder flag message for <u>action in a number of days</u> clear message's categories mark it as <u>importance</u> stop processing more rules perform <u>a custom action</u> mark it as <u>sensitivity</u> notify me when it is read notify me when it is delivered Co the message to people or distribution list 		
derer delivery by <u>a number or</u> minutes		
Step 2: Edit the rule description (click an underlined value)		
Apply this rule after I send the message defer delivery by a number of minutes Defer delivery by 1 minutes		OK Cancel
Cancel < Back Next > Finish		

6 Click Finish

7 If your mail server is Microsoft Exchange, Outlook will tell you that this is a client-side rule, which is fine; click **OK**

8 Click **OK** to close.

Outlook needs to be running in order to actually send the message. You must leave Outlook open until the message leaves the Outbox, or create an exception to the rule.