

## 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.

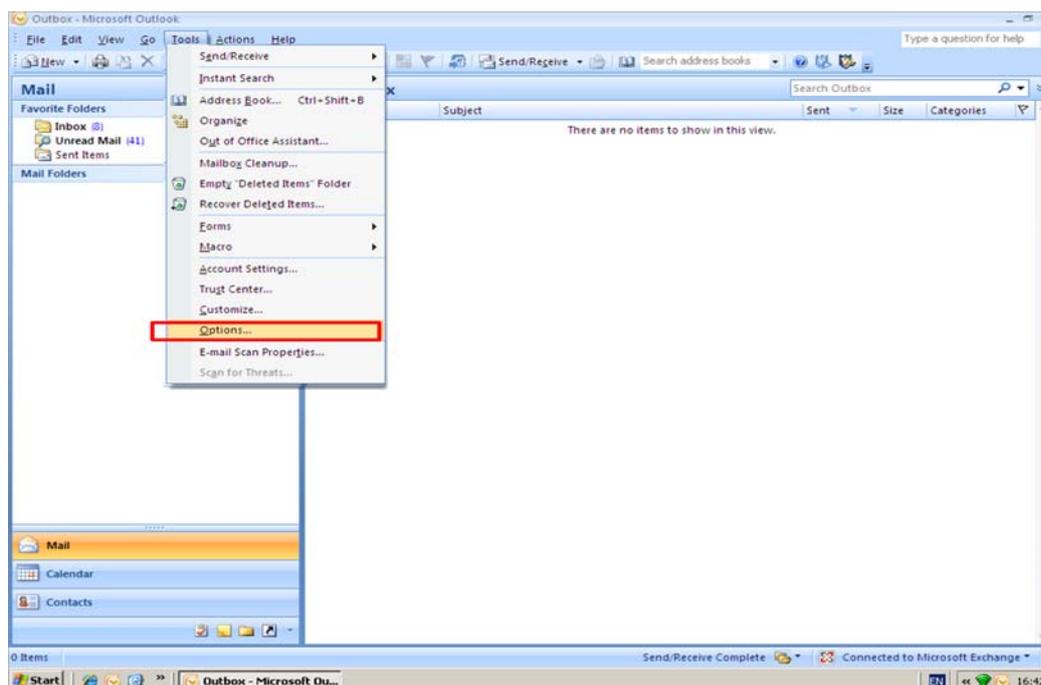
There are two options to delay sending emails. You should choose only one option as they may conflict with each other.

### **Option 1 – Send/receive timer:**

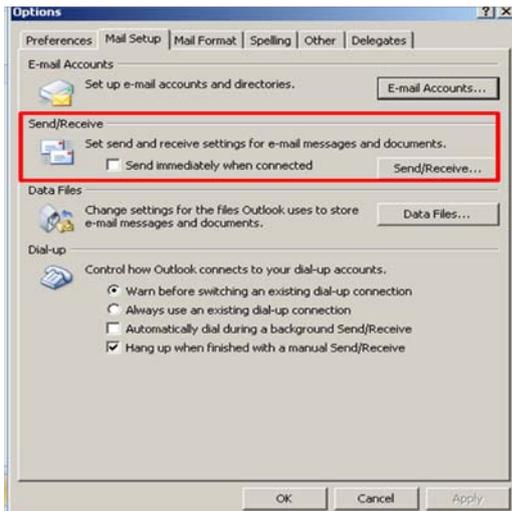
This option simply sets a timer to send and receive every “n” minutes. For example, if you set the timer to send/receive every 10 minutes, there will be a window of between 0 and 10 minutes during which you can stop the email being sent – so you may be unlucky and create your email just as the timer 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

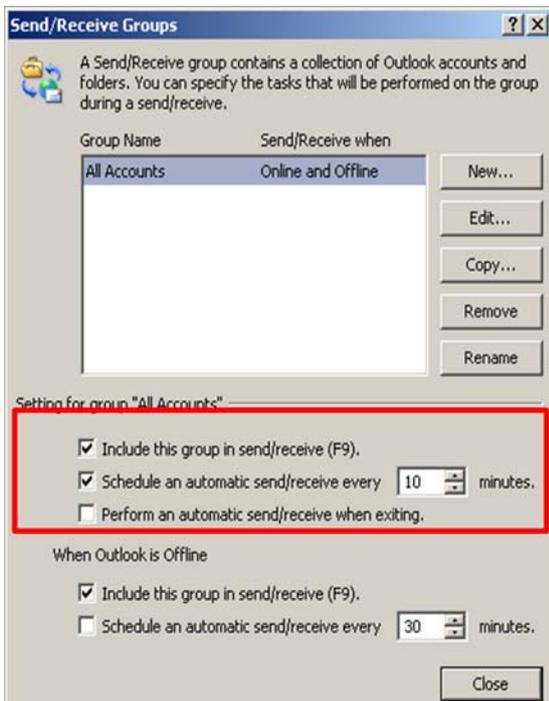
#### **1 Select Tools>Options**



#### **2 Ensure that the “Send immediately when connected” box is not ticked**

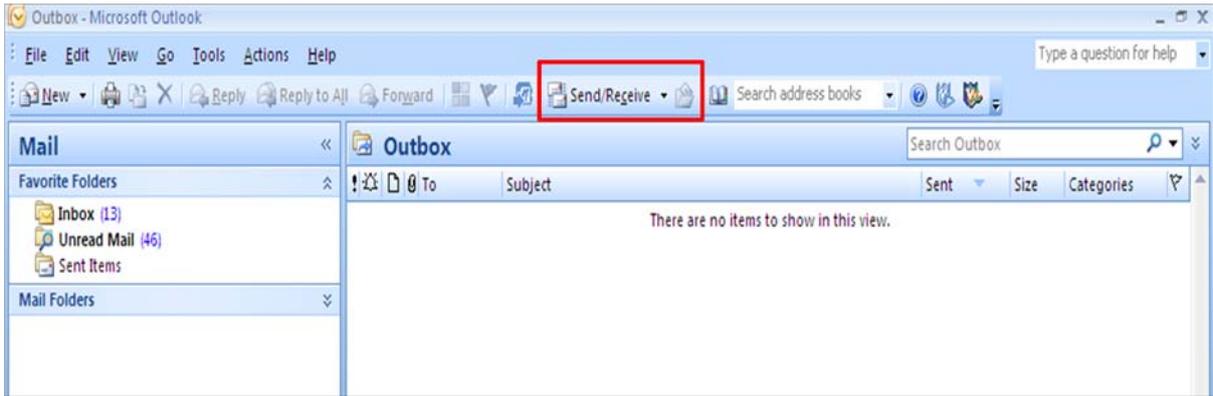


- 3 Click the **Send/Receive** button and specify how often you want Outlook to automatically send/receive emails – in the example below this is every 10 minutes.



- 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.

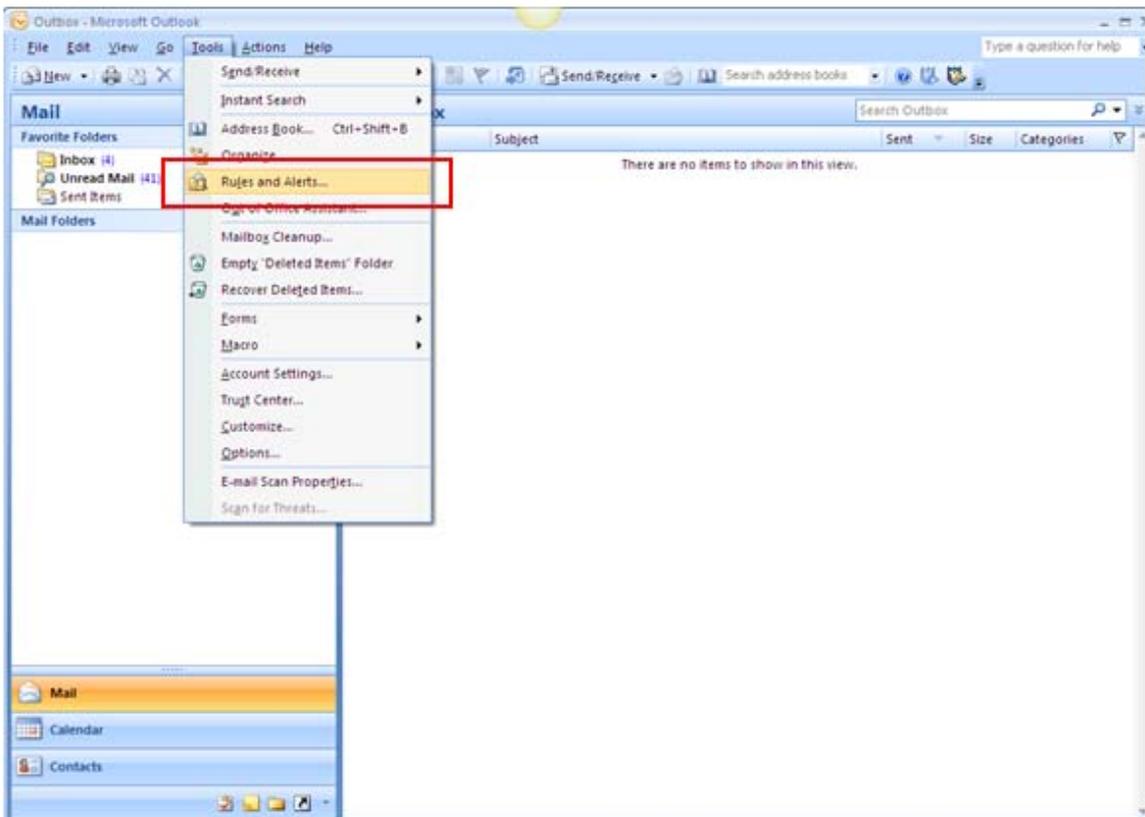


## Option 2 – using Rules

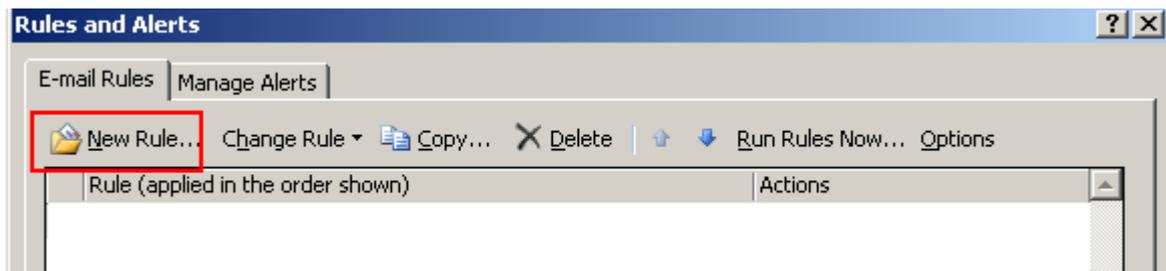
This option creates a rule to defer sending an email for a specified number of minutes. It does not affect how often you receive emails. The advantage of this method is that it consistently applies the delay period to every email, so there is always the opportunity for the specified number of minutes 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:

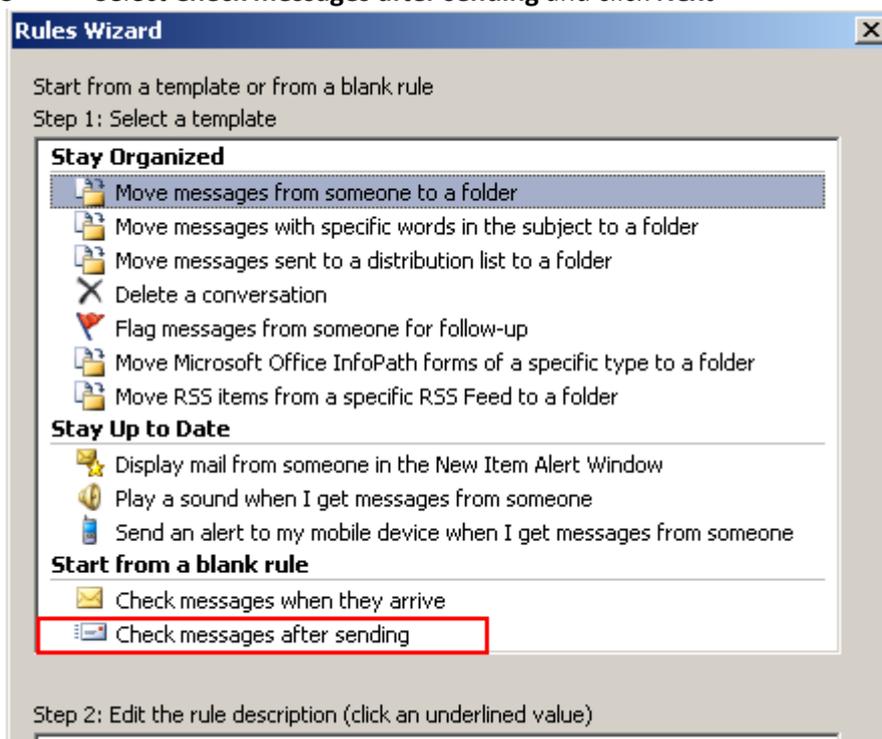
- 1 Go to **Tools>Rules and Alerts**



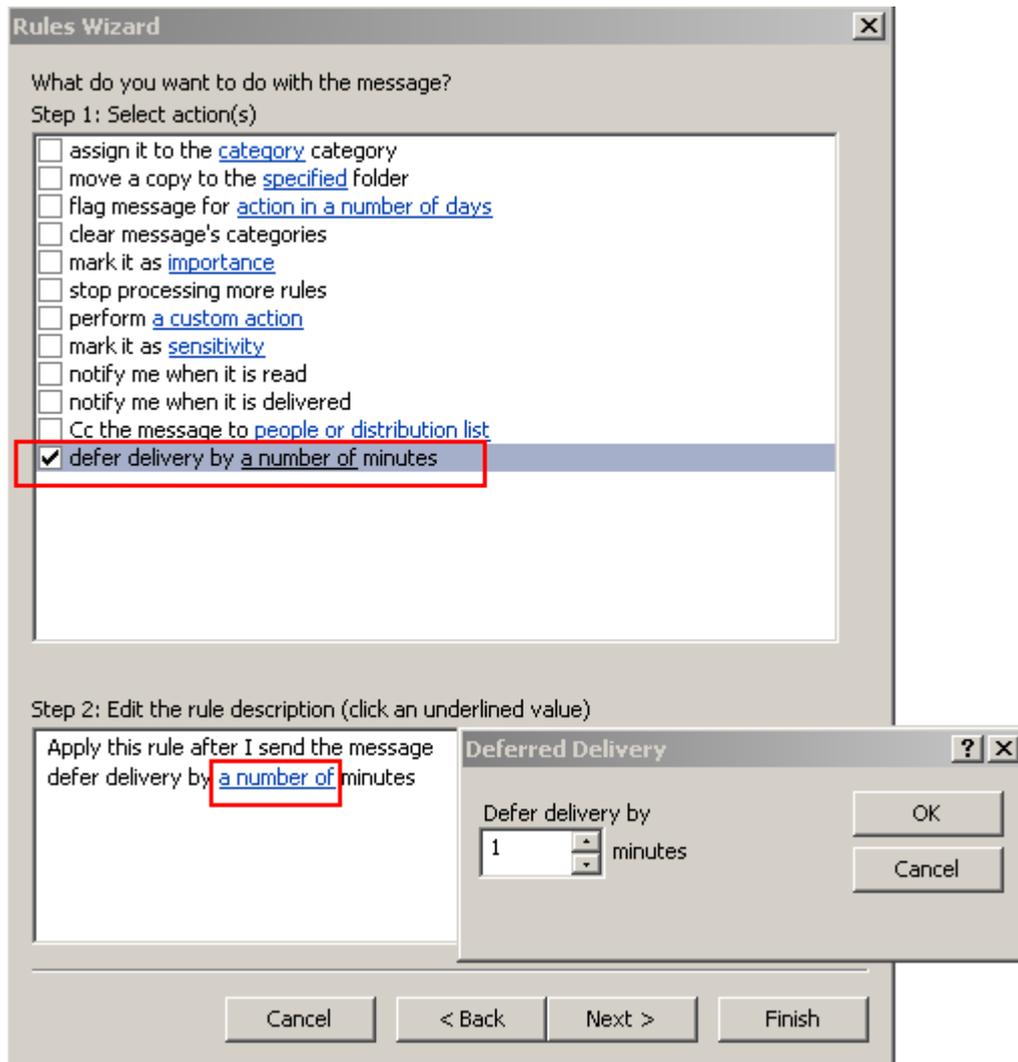
- 2 Click **New Rule**



- 3 Select **Check messages after sending** and click **Next**



- 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:



- 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.