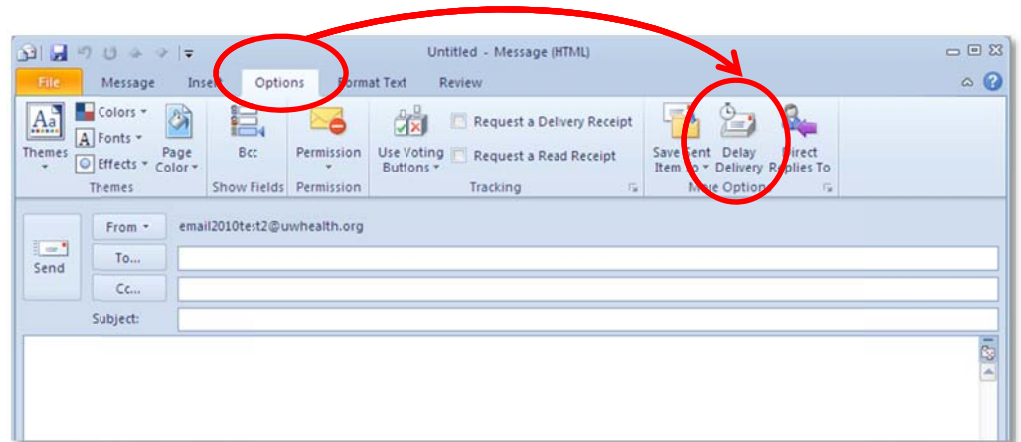


# Delay Delivery

Outlook has the ability to delay the delivery of an email message to some time or day in the future.

Open a new email message and select the Options tab

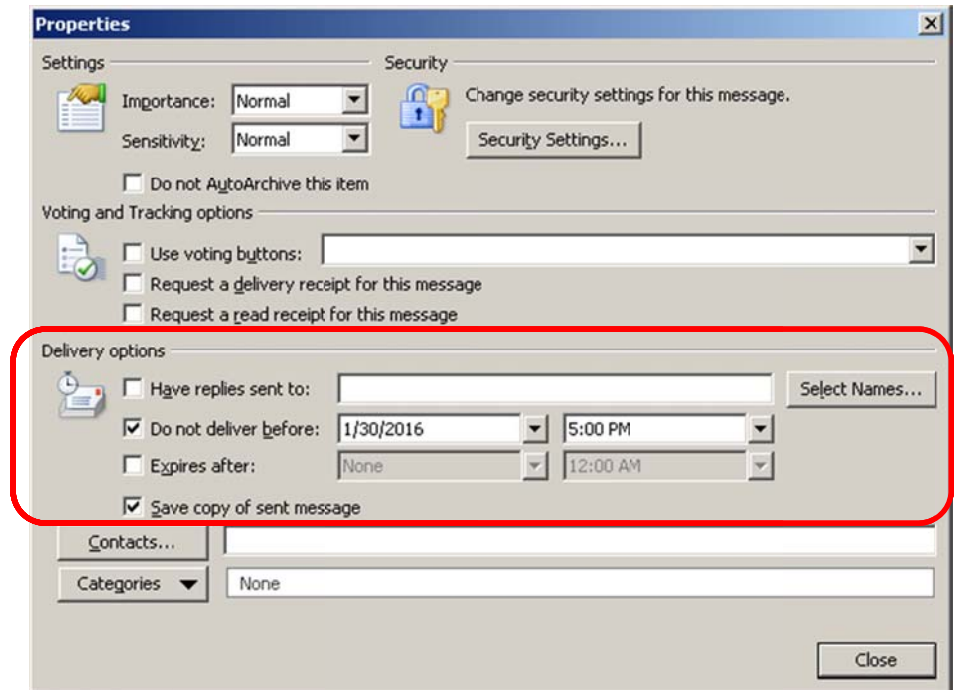


Then click the Delay Delivery button

In the Delivery Options area, check Do not deliver before

Select the appropriate day and time

Click close



Finish your message and then click Send

NOTE: This message will stay in your Outbox until the delivery time has been reached

Then it will transfer into your Sent Items

