Delay or schedule sending e-mail messages

Applies to: Microsoft Outlook 2010

Compose a message now, but schedule it to be sent later.

You can delay the delivery of an e-mail message or you can use rules to delay the delivery of all messages by having them held in the **Outbox** for a specified time after you click **Send**.

NOTE   If you are using a POP3 (POP3: A common protocol that is used to retrieve e-mail messages from an Internet e-mail server.) or IMAP (IMAP (Internet Message Access Protocol): Unlike Internet e-mail protocols such as POP3, IMAP creates folders on a server to store/organize messages for retrieval by other computers. You can read message headers only and select which messages to download.) account, Outlook must remain open until the message is sent. To determine the type of account you are using, click the **File** tab, click **Account Settings**, and then click **Account Settings**. On the **E-mail** tab, the **Type** column lists the type of accounts that are in your active Outlook profile.

Delay the delivery of a message

1. In the message, on the **Options** tab, in the **More Options** group, click **Delay Delivery**.

2. Click **Message Options**.
3. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time that you want.

4. After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

Delay the delivery of all messages

1. Click the **File** tab.
2. Click **Manage Rules and Alerts**.
3. Click **New Rule**.
4. In the **Step 1: Select a template** box, under **Start from a Blank Rule,** click **Check messages after sending**, and then click **Next**.
5. In the **Step 1: Select condition(s)** list, select any options that you want, and then click **Next**.

6. If you do not select any check boxes, a confirmation dialog box appears. If you click **Yes**, the rule that you are creating is applied to all messages that you send.

7. In the **Step 1: Select action(s)** list, select **defer delivery by a number of minutes**.
8. In the **Step 2: Edit the rule description (click an underlined value)** box, click the underlined phrase **a number of** and enter the number of minutes for which you want the messages to be held before sending.

9. Delivery can be delayed up to 120 minutes.

10. Click **OK**, and then click **Next**.
11. Select any exceptions that you want.
12. Click **Next**.
13. In the **Step 1: Specify a name for this rule** box, type a name for the rule.
14. Select the **Turn on this rule** check box.
15. Click **Finish**.

16. After you click **Send**, each message remains in the **Outbox** folder for the time that you specified.