

## 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.

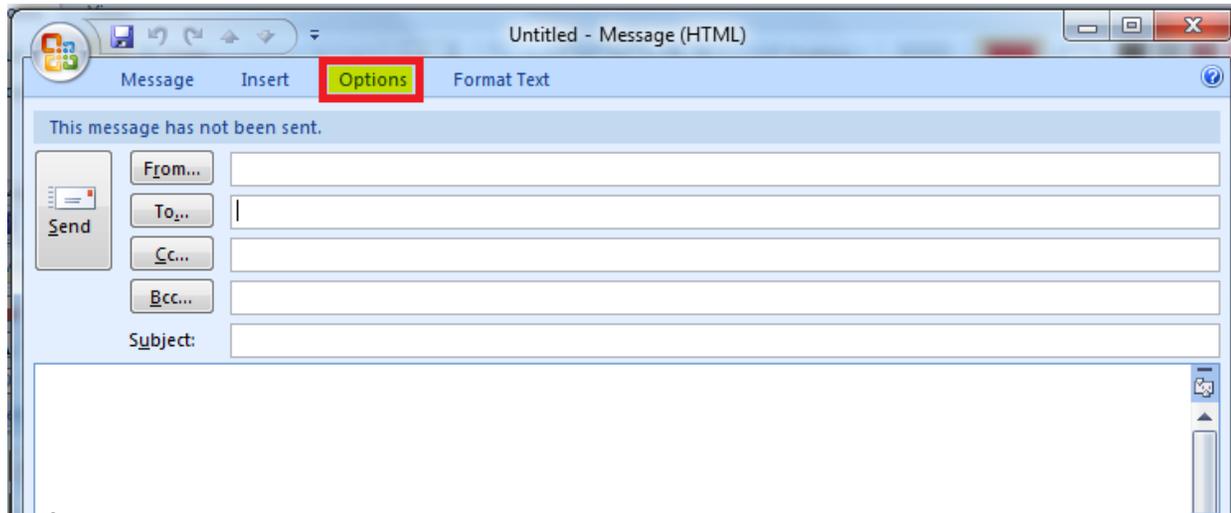
[Click here](#) to know how to delay email sending until a specific date and time.



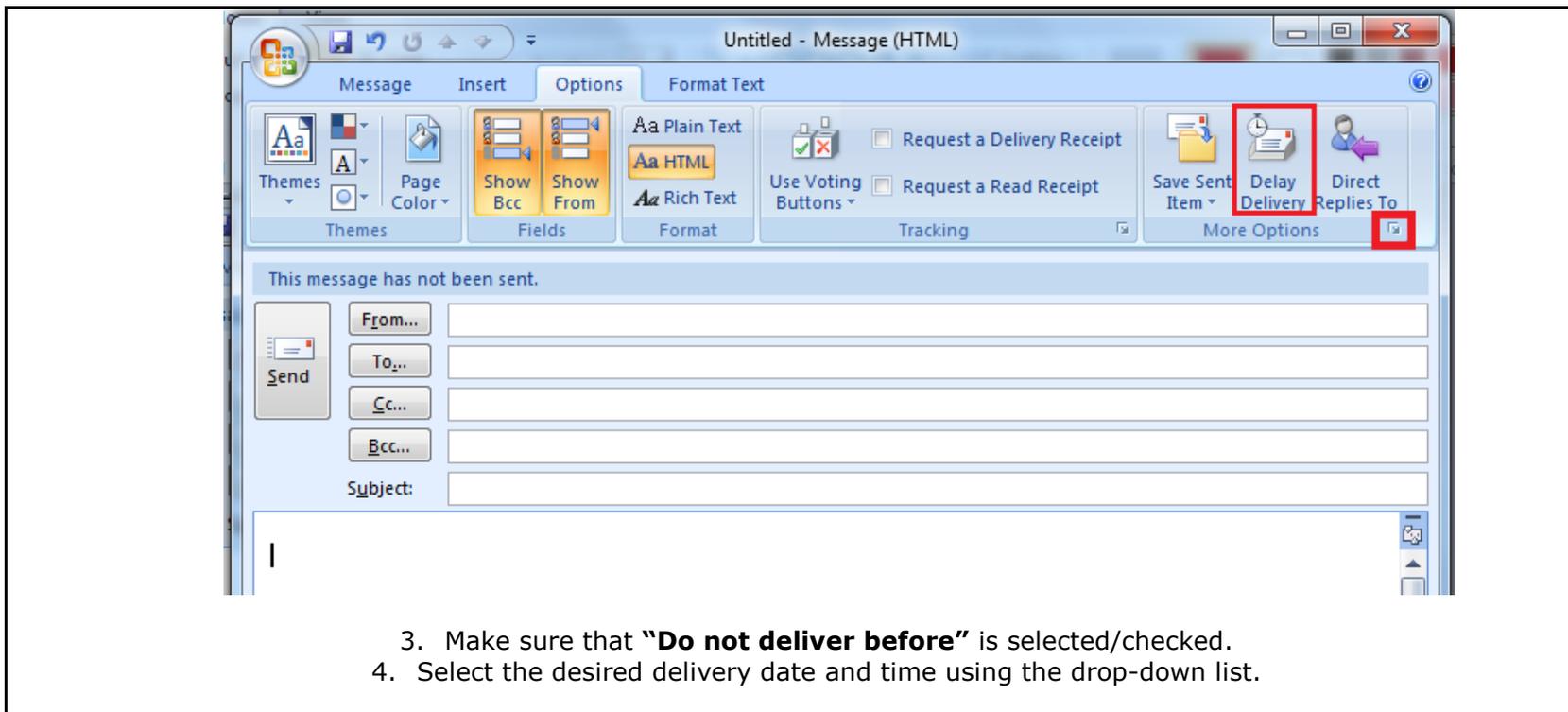
Prepared by Information Security and IT Governance Division of ICT.  
Productivl.T.y showcases tips & tricks on various office and branch applications.

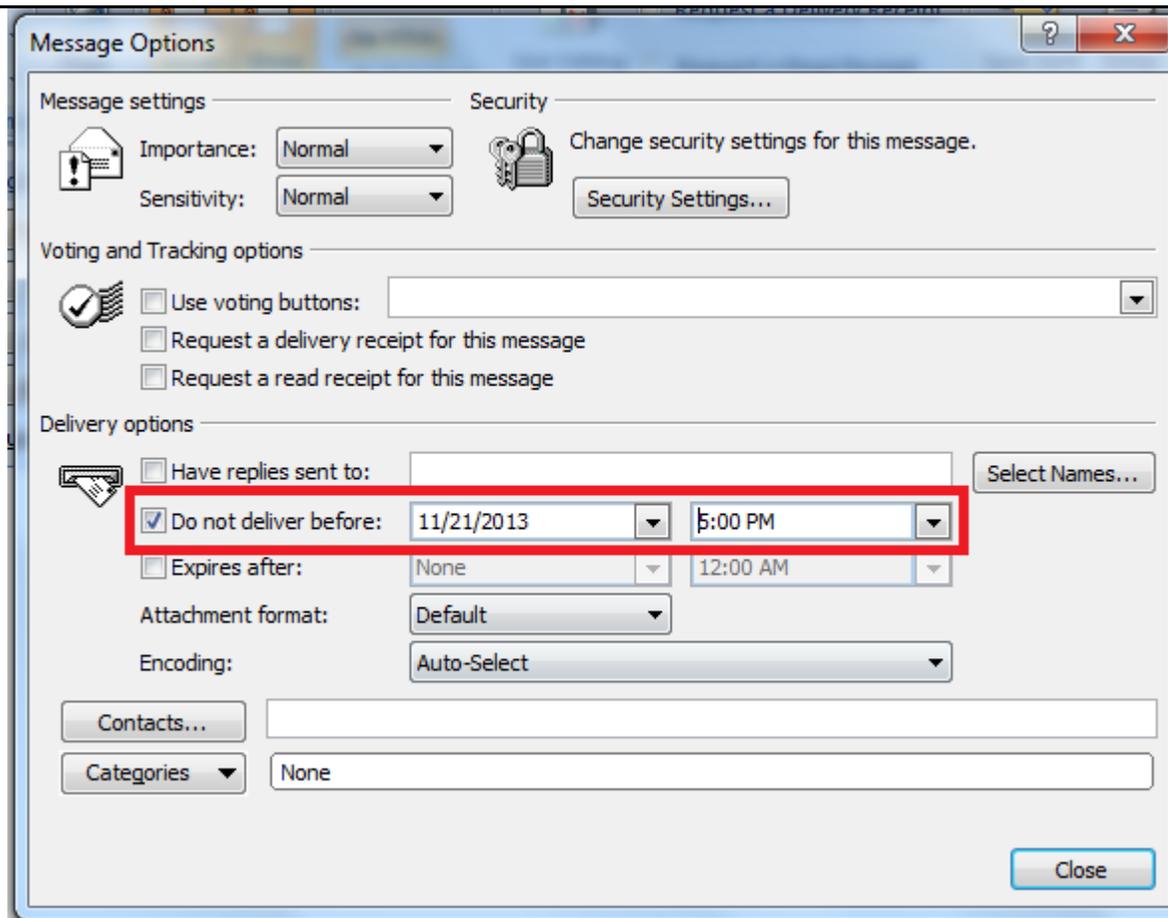
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1. Go to *Options* tab.



2. Click on *Delay Delivery* button or the *expansion* button at the lower right corner of the More Options group.





5. Click *Close* and make sure you're done in composing your message before clicking on the *SEND* button.

*Note: The scheduled email (to be sent) will stay in the outbox folder until the date and time you have set.*

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