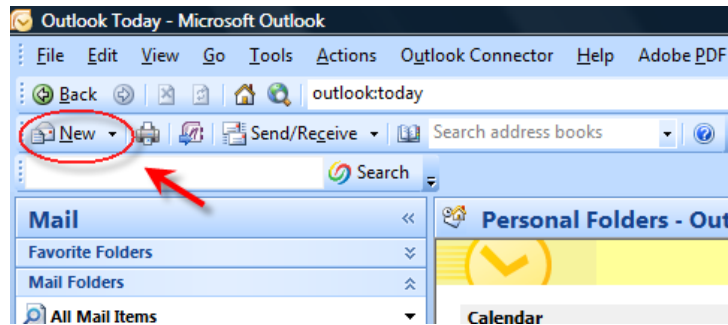
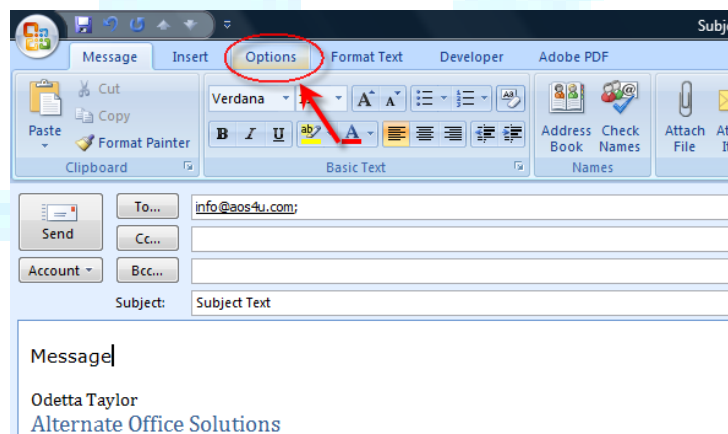


Schedule Email Delivery in Outlook

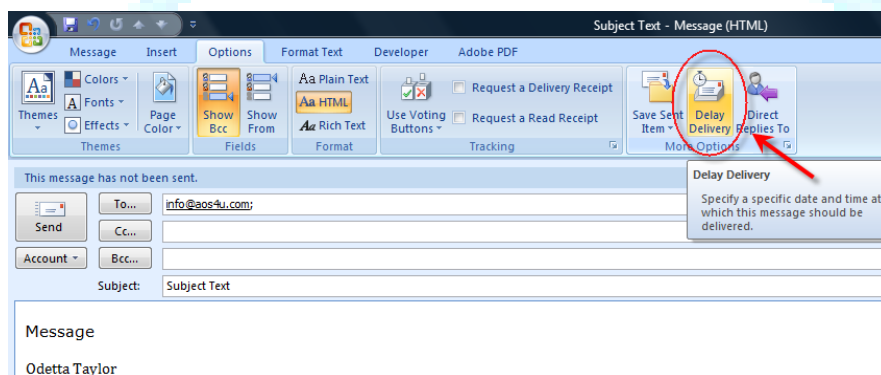
In **Outlook** select **New** and choose **Mail Message**



Type your message and then select **Options** from the top menu

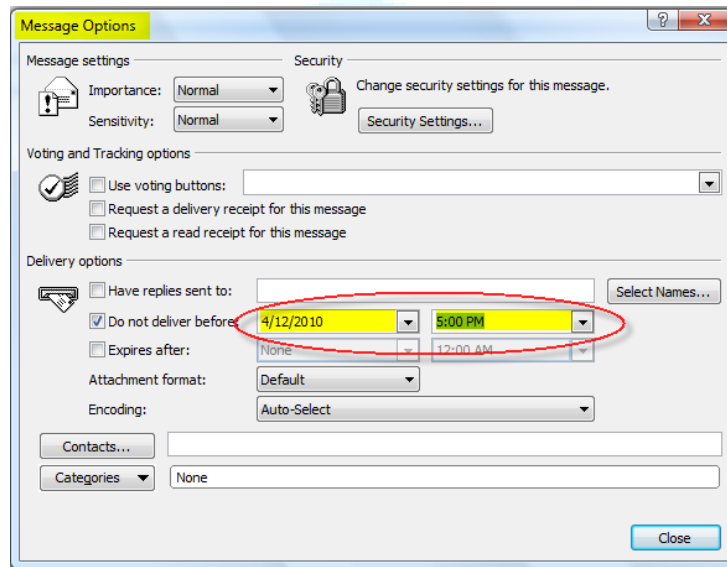


From the **Options** menu select **Delay Delivery**



Schedule Email Delivery in Outlook

The *Message Options* dialogue box will open. Under the *Delivery Options* section make sure to **check** the box **Do not deliver before**, and then pick a *date and a time*



After choosing a date at time click close and send your email. Your email will not be sent until the date and time you selected.

