

Addysg



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Supporting Learning

Outlook

Delay or Schedule the
delivery of an Email



Delay or Schedule the delivery of an Email

Users may be concerned that sending an email in the evening may cause stress or trigger staff to start work out of hours unnecessarily.

To reduce this effect it is possible to schedule email to send on Monday or at a time of your choosing.

Beware your laptop / PC remains or regains connection to the Exchange server.

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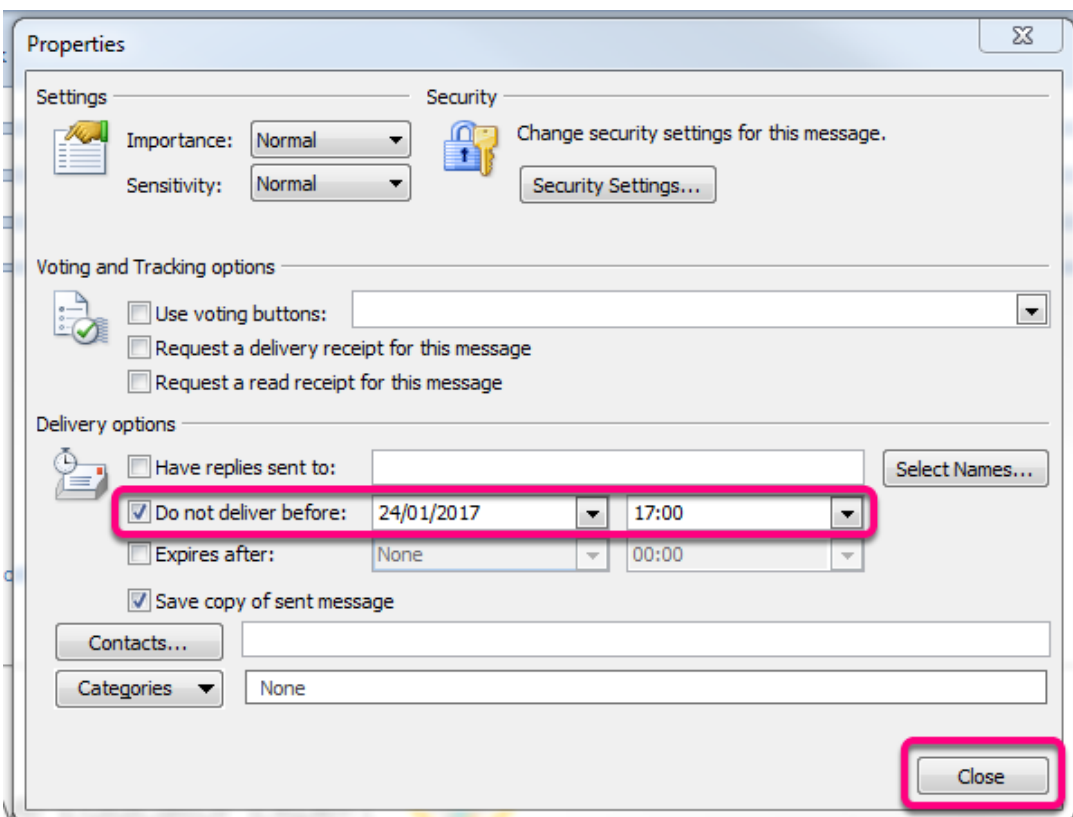
1. In Outlook, Click **New E-mail** to compose a new message.



2. In the new message, click the **Options** ribbon and then Click **Delay Delivery**.



3. Under the Delivery Options heading, Check **Do not deliver before**. then select a date and time that you would like the email delivered. When finished, Click **Close**.



4. The message will sit in your outbox until the next time online after this time. Leave laptop connected if sending say at 8:00 am. If not on the message will go next time you sync email.