How to defer the sending of your email in MS Outlook?
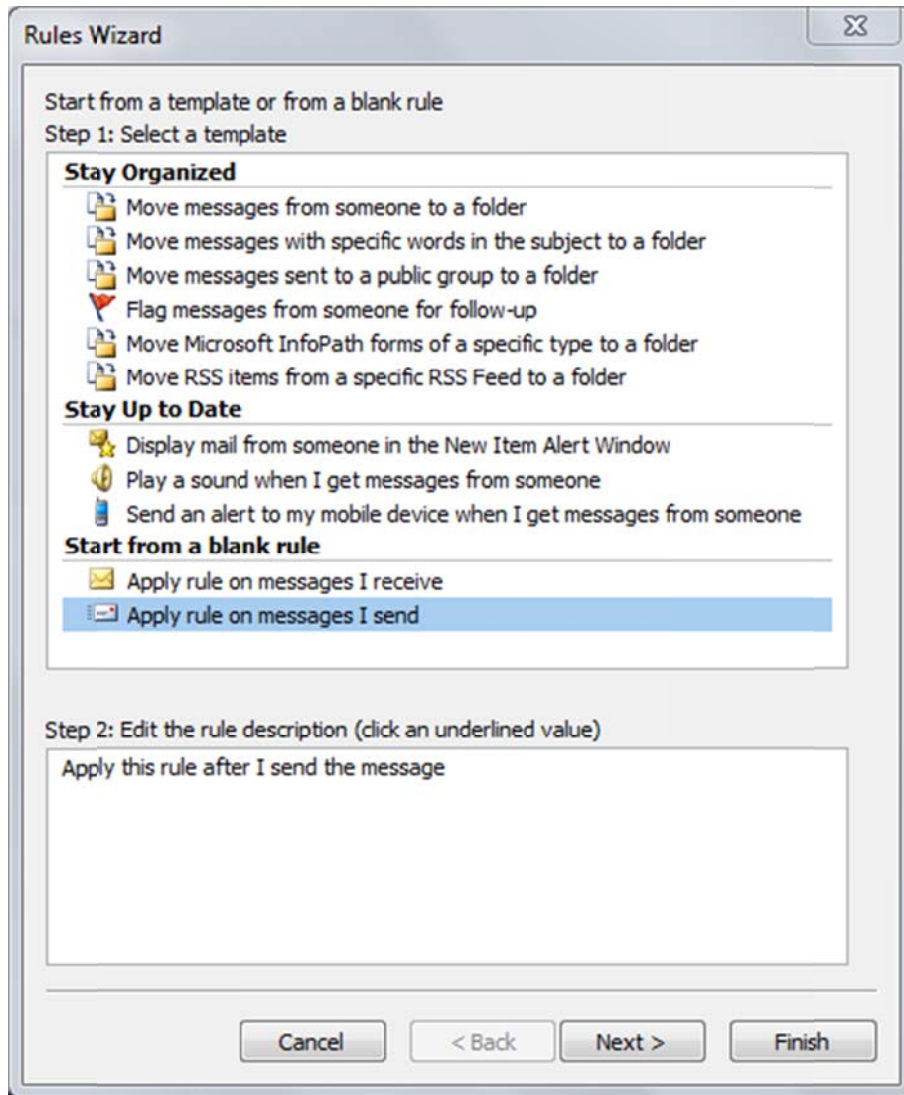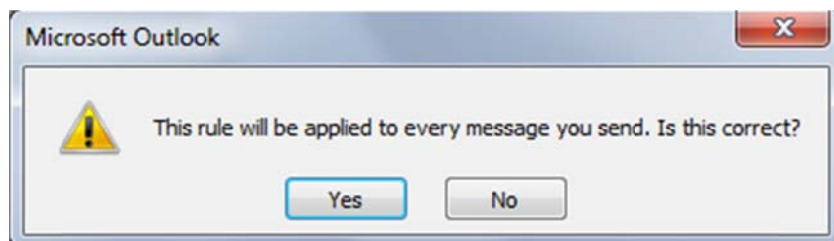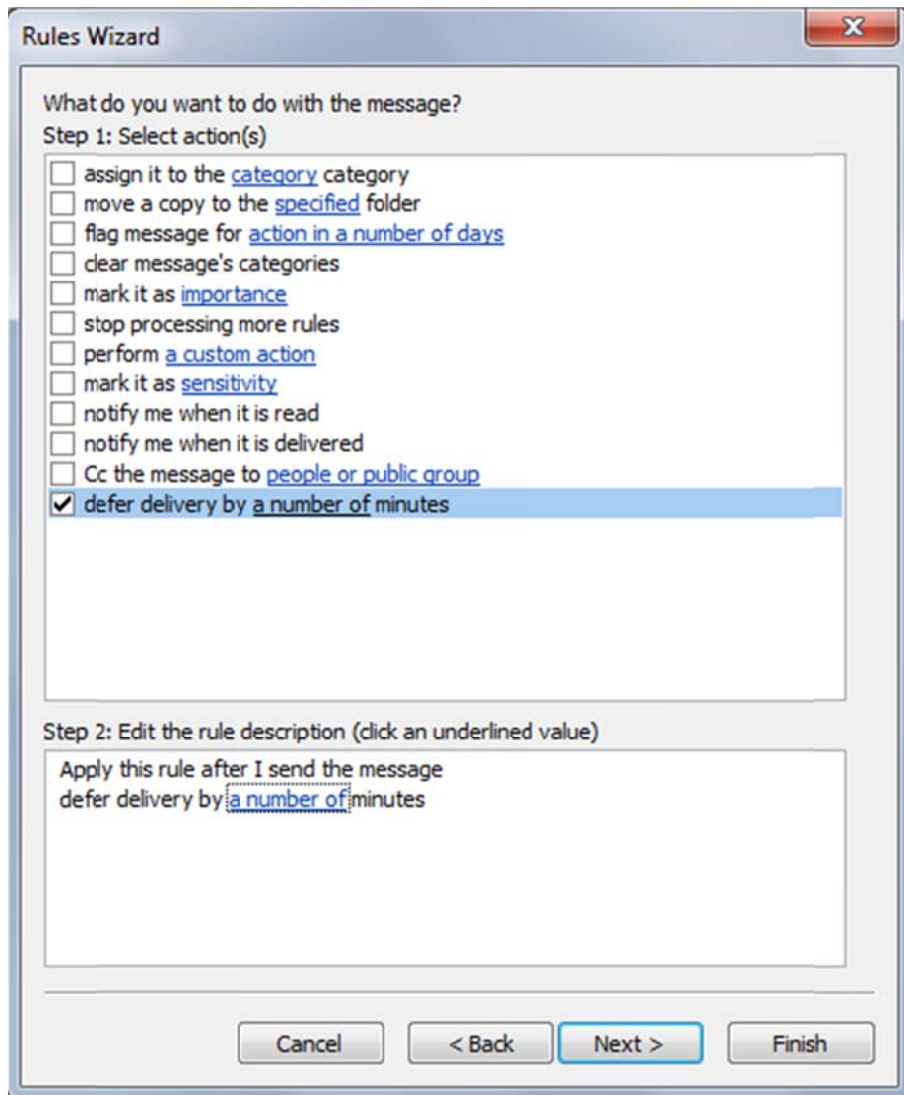
1. Create a rule by starting from a blank rule. Select the option "apply rule on message I send" and click on "Next".
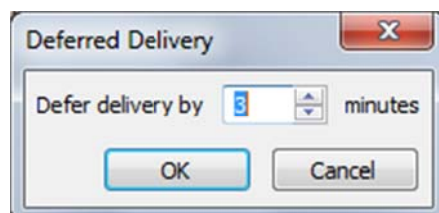

2. Click "Next" again and answer "Yes" when asked if this rule must be applied on every message you send.

3. In the "rules wizard" panel, select the option "defer delivery by a _number of_ minutes"

4. My preference is 3 Minutes but you can go for more or less.

5. Give a name to you rule and save it

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Xin Fu : breathe in before shooting

Step 2: Setup rule options

☐ Run this rule now on messages already in "Inbox"

☑ Turn on this rule

☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after I send the message
defer delivery by 3 minutes

Cancel   < Back   Next >   Finish