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".

Iles Wizard	23
Start from a template or from a blank rule	
Step 1: Select a template	
Stay Organized	
Move messages from someone to a folder	
Move messages with specific words in the subject to a folder	
Move messages sent to a public group to a folder	
Flag messages from someone for follow-up	
Move Microsoft InfoPath forms of a specific type to a folder	
Move RSS items from a specific RSS Feed to a folder	
Stay Up to Date	
Normal Street Provide All Street Provided All	
Play a sound when I get messages from someone	
Send an alert to my mobile device when I get messages from some Start from a blank rule	tone
Apply rule on messages I receive	
Apply rule on messages I send	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after I send the message	
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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 <u>number of</u> minutes"

Rules Wizard
What do you want to do with the message? Step 1: Select action(s)
 assign it to the <u>category</u> category move a copy to the <u>specified</u> folder flag message for <u>action in a number of days</u> dear message's categories mark it as <u>importance</u> stop processing more rules perform <u>a custom action</u> mark it as <u>sensitivity</u> notify me when it is read notify me when it is delivered Cc the message to <u>people or public group</u> ✓ defer delivery by <u>a number of minutes</u>
Step 2: Edit the rule description (dick an underlined value)
Apply this rule after I send the message defer delivery by a number of minutes
Cancel < Back Next > Finish

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

Deferred Delivery	×
Defer delivery by	🖨 minutes
ОК	Cancel

5. Give a name to you rule and save it

