

Outlook: Mail Delay

By

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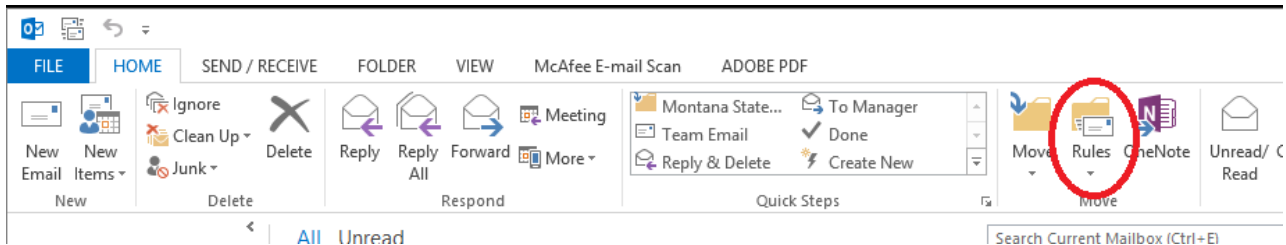
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Almost anyone using e-mail has had an “*oh no*” moment immediately after clicking the send button. This can occur for many reasons such as neglecting to CC: someone, forgetting an attachment or realizing you included recipients that shouldn’t get the message. It is not uncommon that you realize the error almost immediately after sending the message, but it has already left your Outbox.

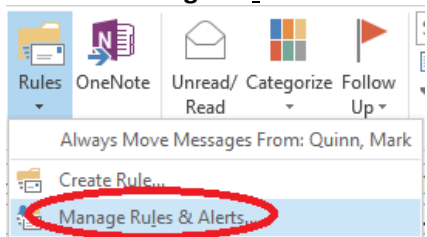
The directions below add a short delay before the message leaves the Outbox so you have the time to correct this type of situation. Using these directions, all e-mail sent waits in your OutBox a short time before going out. The only time I find this a problem is if I am on the phone with someone and want the message to go out immediately. Most find that this infrequent minor annoyance is outweighed by the number of times having a short delay helps out.

The directions below are based on Outlook 2013 though the steps are similar with other versions of Outlook. Once you complete the process, all e-mail sent using Outlook waits in your OutBox a short time before being sent. If you need to make any changes to a sent message simply go to the Outbox, open the message, edit it and then click SEND.

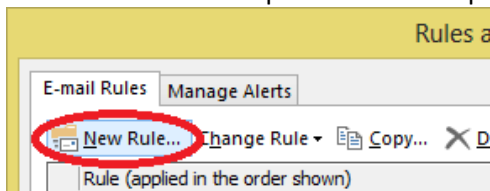
- Open the main Outlook window (not an e-mail message).
- Click the **RULES** button in the *HOME* ribbon.



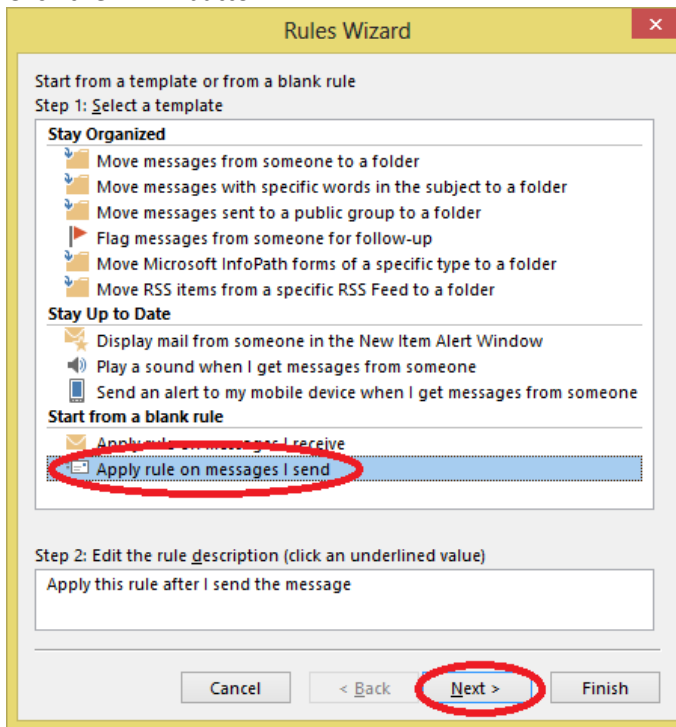
- Click the **Manage Rules and Alerts...** option in the new menu.



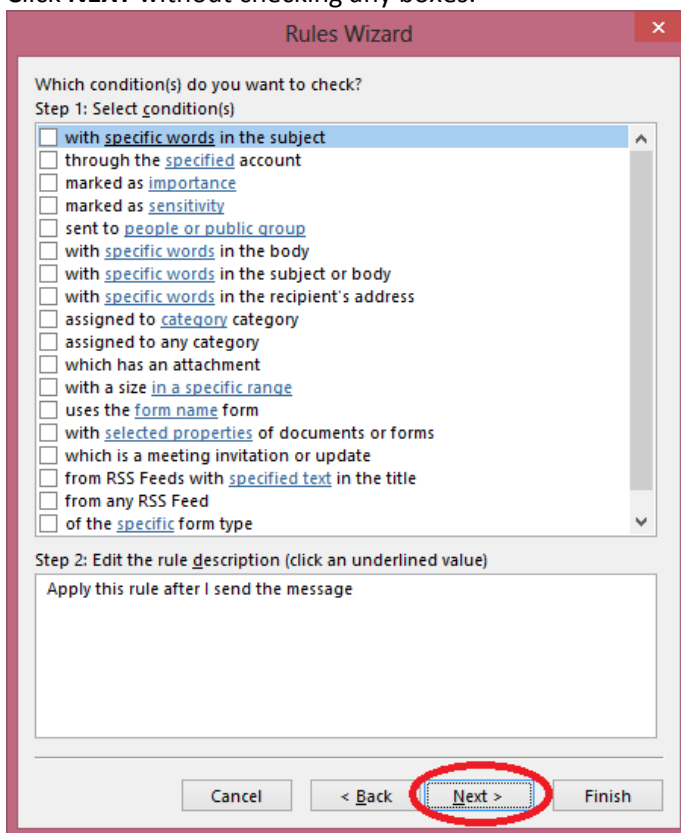
- Click the **NEW RULE** option near the top of the new window.



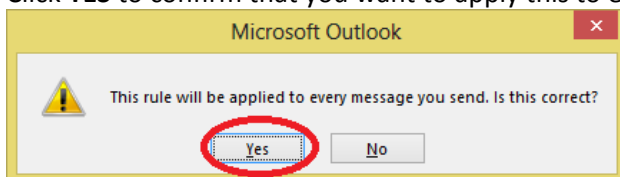
- Click **Apply rule on messages I send** about halfway down the window.
- Click the **NEXT** button.



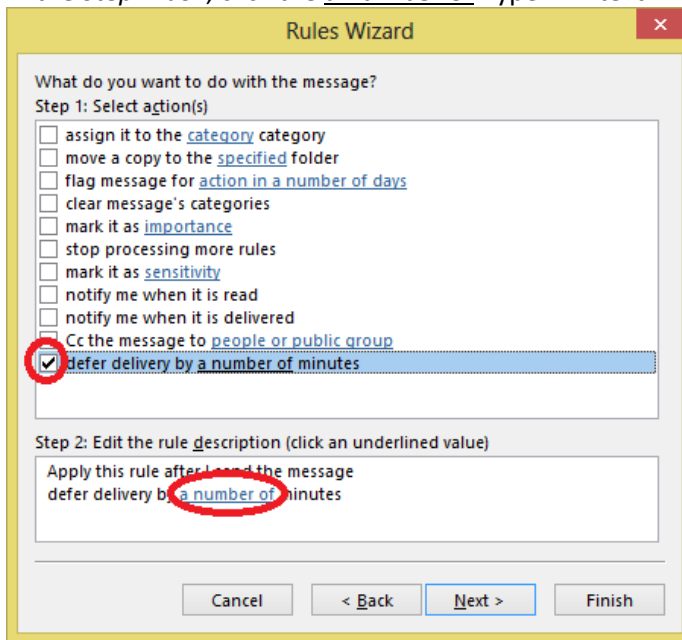
- Click **NEXT** without checking any boxes.



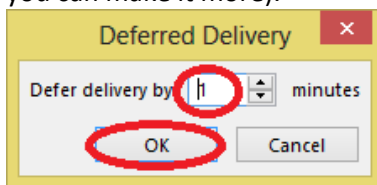
- Click **YES** to confirm that you want to apply this to every message sent.



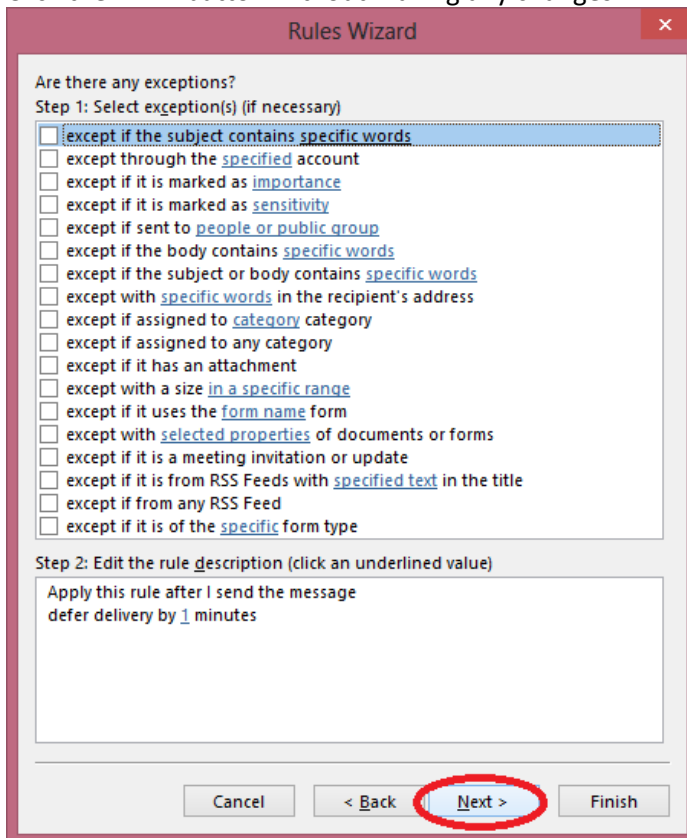
- Place a check in front of **defer delivery by a number of minutes** in the top section of the window.
- In the *Step 2* box, click the **a number of** hyperlink text.



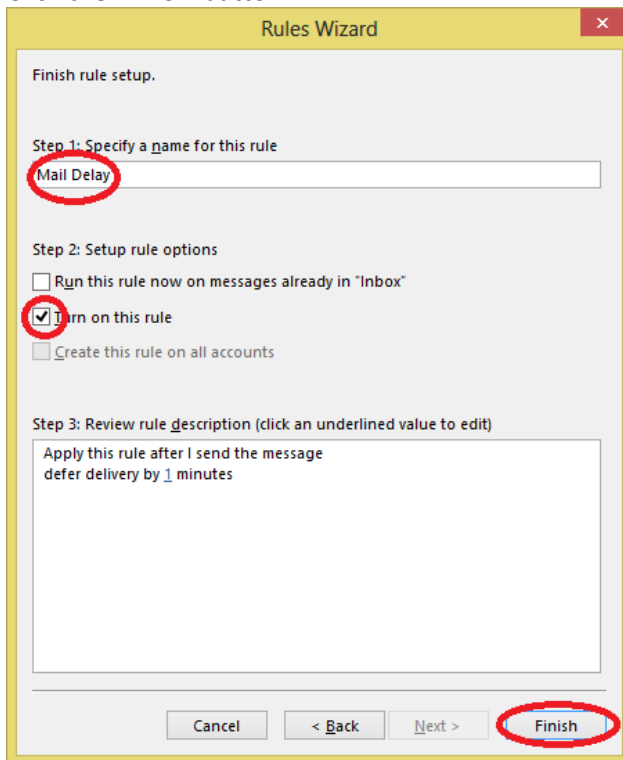
- Enter the number of minutes to delay sending messages, then click the **OK** button (I find 1 minute is optimal, but you can make it more).



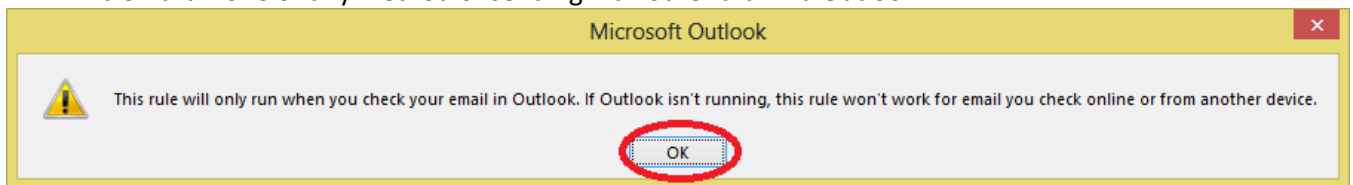
- Click the **NEXT** button.
- Click the **NEXT** button without making any changes.



- Name the rule in the final step and ensure **Turn On This Rule** has a check in front of it.
- Click the **FINISH** button.



- Click **OK** at the warning prompt to return to Outlook.
 - This warning is informing you know that the mail delay rule will not work if you use Outlook Web Access, a SmartPhone or any method of sending mail other than via Outlook.



The new rule you created will now delay every message sent for the amount of time you selected.