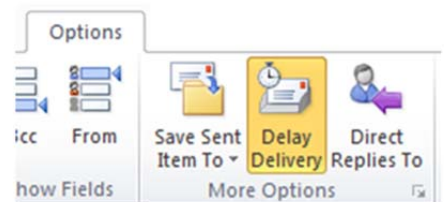


Delay Delivery of a Single Message

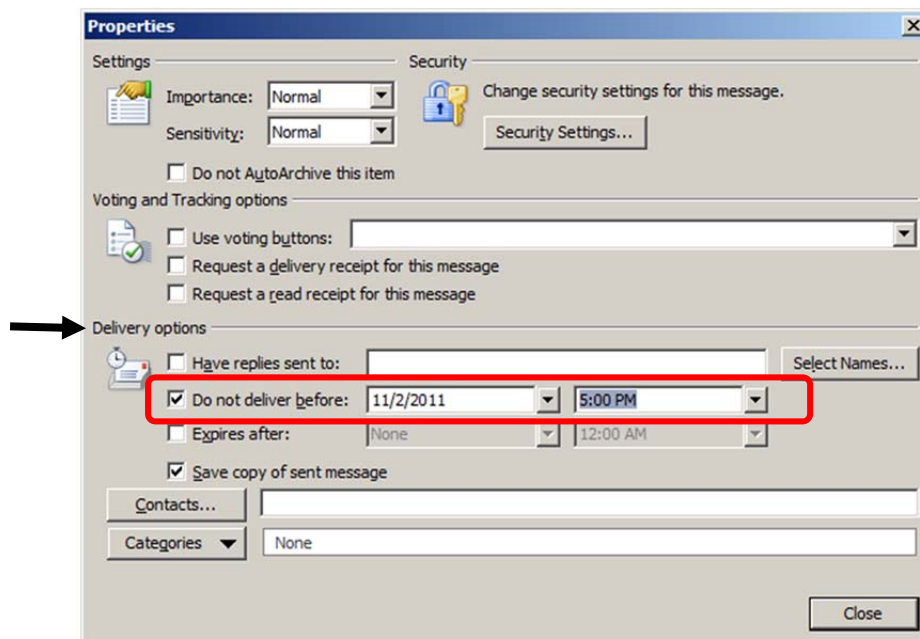
You can delay the delivery of an individual e-mail message by having them held in the **Outbox** for a specified time after you click **Send**.

To Delay the delivery of a single message:

1. In the message, select the **Options** tab, in the **More Options** group.
2. Click **Delay Delivery**.



The Message Options window will appear.



3. Under **Delivery Options**, select the **Do not deliver before** check box.
4. Select the delivery date and time that you want.
5. Click **Send**. The message remains in the **Outbox** folder until the delivery time.



Outlook must remain open until the message is sent.