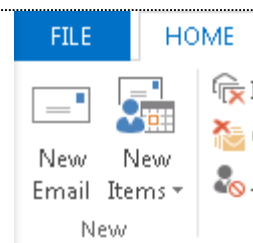


Delay sending email

1. From the **Home** tab, click the **New Email** button in the **New** section of the ribbon.



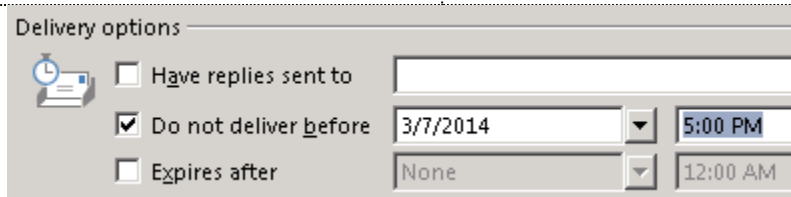
2. Click the **Options** tab at the top of the message window.



3. Click the **Delay Delivery** button in the **More Options** section of the window.

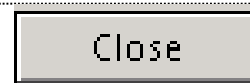


4. Check the box to the left of **Do not deliver before** in the **Delivery Options** section of the window.



5. Select the date and time at which you want the email to be sent.

6. Click the **Close** button. You will note that the **Delay Delivery** button remains blue after you have done this.



7. Fill in all of the details for the email, then click the **Send** button.

