Delay Send an Email Message

In Outlook you can Postdate a message so you can create and send the Message and have the system auto-send it at a later date.

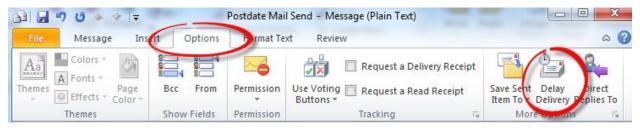
Ex. You want to send an email to a recipient who is on vacation for 2 weeks but don't want to bother them until they return.



Create the email message.

Add the recipient email address, Subject and Content.

Click on the Options Tab in the Ribbon Pane. Then click on the Delay Delivery Icon.



Choose the date and time you want the message to be sent to the recipient.

Properties
Settings Security Importance: Normal Change security settings for this message.
Sensitivity: Normal Security Settings
Do not AutoArchive this item
Voting and Tracking options
Use voting buttons:
Request a delivery receipt for this message
Request a read receipt for this message
Delivery options
Have replies sent to: Select Names
☑ Do not deliver before 5/7/2013 5:00 PM
Expires after: VONC V 12:00 AM
✓ Save copy of sent message
Contacts
Categories None None
Close

You also can choose the Importance, Sensitivity and Set Security Settings.