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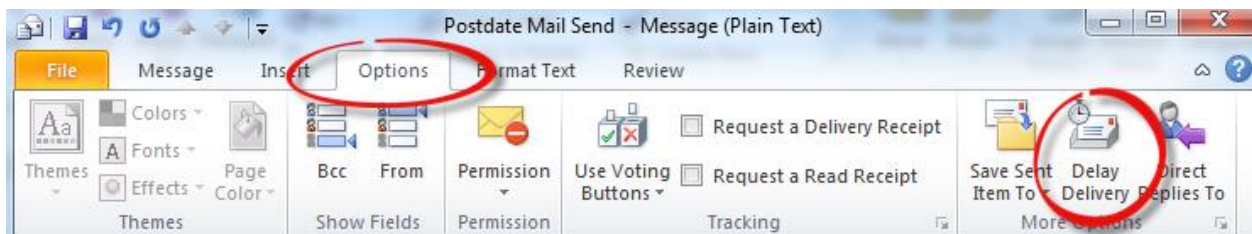
Ex. You want to send an email to a recipient who is on vacation for 2 weeks but don't want to bother them until they return.
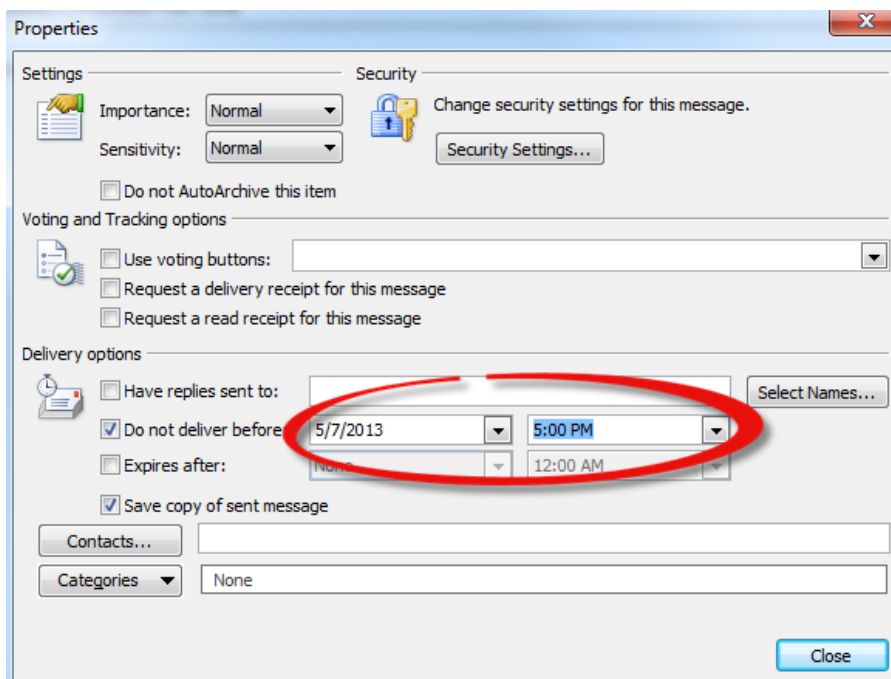
Create the email message. 

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.



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