



Town of Essex - Information Systems

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Title: Outlook - Delay Email Send

Created By: Jack Barron

Date: June 23, 2022

In Microsoft 365 Full Client, this is how to delay send an email.

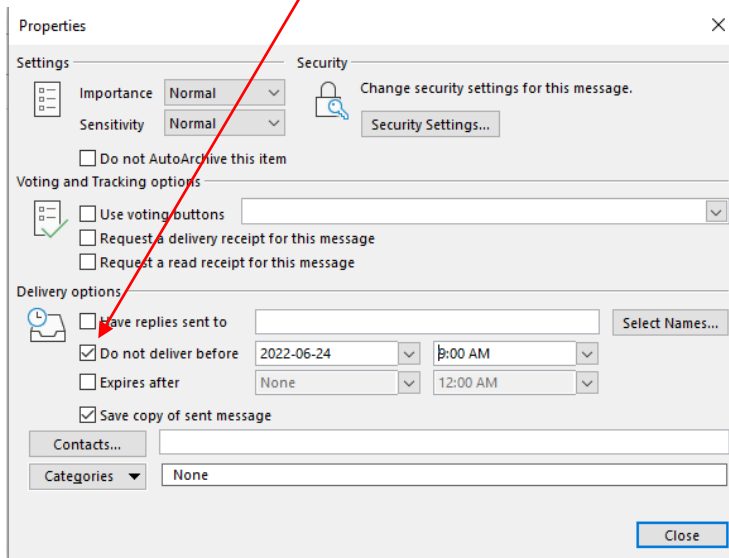
In Outlook create your message – then click the options Tab

The screenshot shows the Outlook ribbon with the 'Options' tab highlighted by a red circle and a red arrow pointing to it. The ribbon includes tabs for File, Message, Insert, Draw, Options, Format Text, Review, Help, Laserfiche, Acrobat, and Tell me what you want to do. The 'Options' tab is currently selected, and the ribbon shows various options for sending the email, including 'Request a Delivery Receipt', 'Request a Read Receipt', 'Save Sent Item To', 'Delay Delivery', and 'Direct Replies To'. The email composition area below the ribbon shows the 'From' field as 'jbarron@essex.ca', the 'To' field as 'Smith, Sara', and the subject as 'How to delayed send an email'. The body of the email contains the text 'Here is how to do it.' and the signature of Jack Barron, IT Manager, at the Town of Essex Corporate Services.

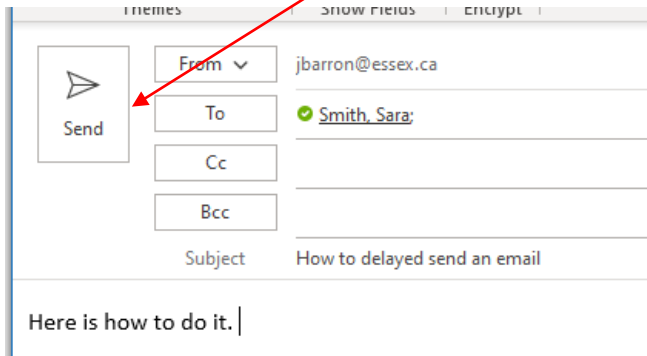
Click - Delay Delivery

The screenshot shows the Outlook ribbon with the 'Options' tab selected. A red arrow points to the 'Delay Delivery' option in the 'More Options' group. The ribbon shows various options for sending the email, including 'Request a Delivery Receipt', 'Request a Read Receipt', 'Save Sent Item To', 'Delay Delivery', and 'Direct Replies To'. The email composition area below the ribbon shows the 'From' field as 'jbarron@essex.ca', the 'To' field as 'Smith, Sara', and the 'Cc' field as empty. The body of the email is empty.

Check – Do Not Deliver before and set your date and time.
Click Close



Then on your email click Send

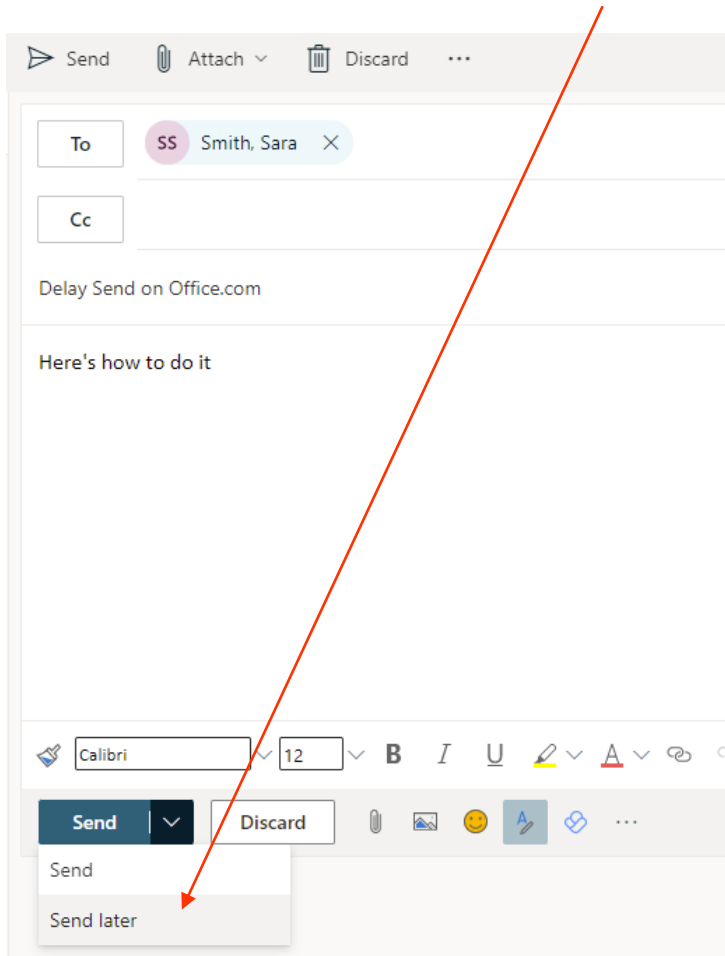


Your email will sit in your outbox and be sent after the set date and time.

The “How To” for Office.com

Log into Office.com – in Outlook compose your email.

On the bottom Send – Click the Down Arrow – Send Later



That will open the calendar option

Send this email later



Tomorrow morning	Fri 8:00 AM
Sunday morning	Sun 8:00 AM
Custom time	

You can pick a preset time or select - Custom time

Send	Cancel
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Set custom date and time



June 2022 ↑ ↓

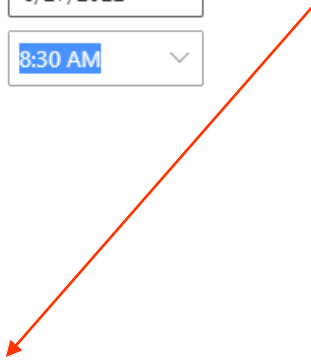
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

6/27/2022

8:30 AM

For Custom time – Select your Date and Time and click send.

Note - Once you click **Send the message will be sent – there is no editing it after.



Send Cancel