# Automatically Delay Messages When Sending in Microsoft Outlook

# Automatically Delay Messages when sending in Microsoft Outlook (client-only rule).

You can automatically delay messages when using Outlook by creating a rule using the following method. For a more detailed explanation see

Delay Messages in Outlook

1.On the Tools menu, click Rules and Alerts, and then click New Rule.

2.Select Start from a blank rule.

3. Select when messages should be checked box, click Check messages after sending, and then click Next.

4. Select condition(s) list, select any options you want, and then click Next.
If you do not select any check boxes, a confirmation dialog box appears. Clicking Yes applies this rule to all messages you send.

5. Select action(s) list, select defer delivery by a number of minutes. Delivery can be delayed up to two hours.

6.Click OK, and then click Next.

7.Select any exceptions, and then click Next.

8. Specify a name for this rule box, type a name for the rule.

9.Click Finish.

The message is held in the folder labelled “Outbox.” This is a client-only rule and only processes messages when Outlook is running on your computer.

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