

Outlook

For Internal Use Only

## **Delay Sending All Messages**

We have previously featured delaying the sending of a specific message, but did you know that you can also set this as a default action for ALL messages that you send out? This would be useful in sending reminders for personal or commercial purposes or if you want to cancel a sent email.

<u>Click here</u> to know how to delay the delivery of all your messages in outlook.

Prepared by Information Security and IT Governance Division of ICT. ProductivI.T.y showcases tips & tricks on various office and branch applications.

## **Delay Sending All Messages**

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



2. In the *Step 1: Select a template*, under **Start from a Blank Rule**, click **Check messages after sending**, and then click **Next**.

Rules Wizard
Start from a template or from a blank rule
Step 1: Select a template
Stay Organized
Move messages from someone to a folder
Move messages with specific words in the subject to a folder
Move messages sent to a distribution list to a folder
X Delete a conversation
Y Flag messages from someone for follow-up
Move Microsoft Office InfoPath forms of a specific type to a folder
Move RSS items from a specific RSS Feed to a folder
Stay Up to Date
Normali from someone in the New Item Alert Window
Play a sound when I get messages from someone
Send an alert to my mobile device when I get messages from someone
Start from a blank rule
Check messages when they arrive
Check messages after sending
Step 2: Edit the rule <u>d</u> escription (dick an underlined value)
Apply this rule after I send the message
Cancel < Back Next > Finish
3. In the Step 1: Select condition(s) list, select any options that you want, and then click <b>Next</b> .

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	Rules Wizard	
	Which condition(s) do you want to check?	
	Step 1: Select condition(s)	
	with <u>specific words</u> in the subject	
	marked as importance	
	marked as <u>sensitivity</u>	
	sent to people or distribution list	
	with <u>specific words</u> in the body	
	with specific words in the recipient's address	
	assigned to <u>category</u> category	
	assigned to any category	
	which has an attachment with a size in a specific range	
	uses the <u>form name</u> form	
	with <u>selected properties</u> of documents or forms	
	which is a meeting invitation or update	
	from any RSS Feed	
	of the <u>specific</u> form type	
	Step 2: Edit the rule description (click an underlined value)	
	Apply this rule after I send the message	
	Cancel < Back Next > Finish	
Note: If you do not select any check boxes, a confirmation dialog box will appear. If you click Yes, the rule you are		
creating will be applied to all messages that you send		
cicating win be applied to an messages that you send.		
	Microsoft Office Outlook	
	This rule will be applied to every message you send. Is this correct?	
	Yes No	
L		
4. In the Step 1: Select action(s) list, select deter delivery by a number of minutes.		

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	Rules Wizard
	What do you want to do with the message?         Step 1: Select action(s)         assign it to the category category         move a copy to the <u>specified</u> folder         flag message for action in a number of days         clear message's categories         mark it as <u>importance</u> stop processing more rules         perform a custom action         mark it as <u>sensitivity</u> notify me when it is read         notify me when it is delivered         C the message to people or distribution list         ✓ defer delivery by a number of minutes
5. In the <i>Step 2: Edit the rule de</i> and enter the numbe	escription (click an underlined value) box, click the underlined phrase <b>a number of</b> er of minutes for which you want the messages to be held before sending. Delivery can be delayed up to 120 minutes.
	Step 2: Edit the rule description (dick an underlined value)         Apply this rule after I send the message         defer delivery by a number of minutes         Cancel       < Back
	Deferred Delivery Defer delivery by       I20     minutes   Cancel

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6. Click **OK**, then click **Next**.

7. Select any exceptions that you want, then click **Next**.

- 8. In the *Step 1: Specify a name for this rule* box, type a name for the rule.
  - 9. Select the **Turn on this rule** check box, then click **Finish**.

Finish rule setup.
Step 1: Specify a name for this rule Delay All Messages
Step 2: Setup rule options          Image: Run this rule now on messages already in "Inbox"
Image: Construction of the state of the
Step 3: Review rule description (click an underlined value to edit) Apply this rule after I send the message defer delivery by 120 minutes
Cancel < <u>B</u> ack <u>N</u> ext > Finish

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