

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.

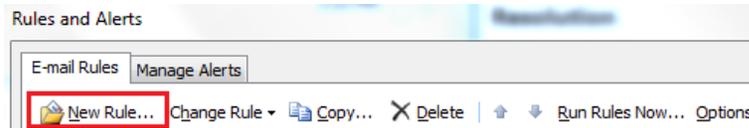
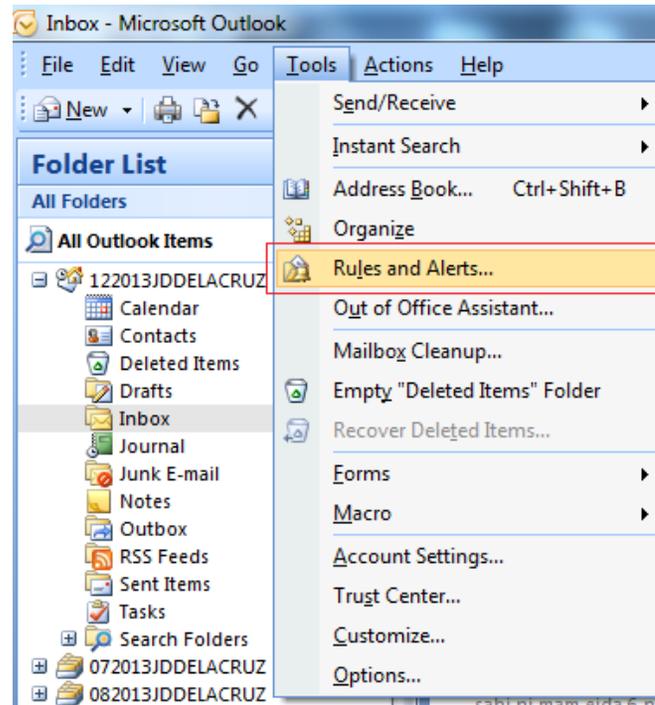
[Click here](#) to know how to delay the delivery of all your messages in outlook.



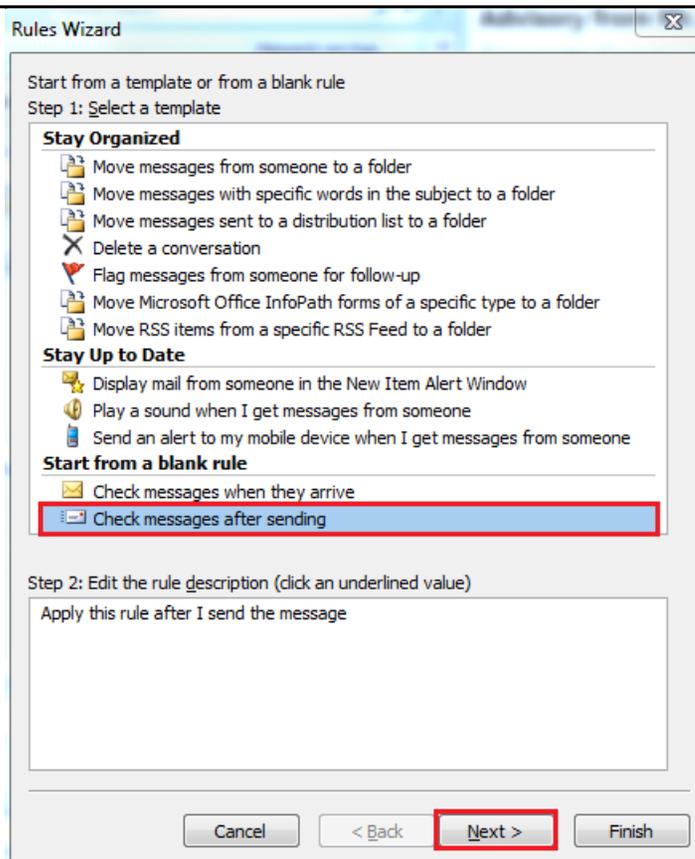
Prepared by Information Security and IT Governance Division of ICT.
Productivl.T.y showcases tips & tricks on various office and branch applications.

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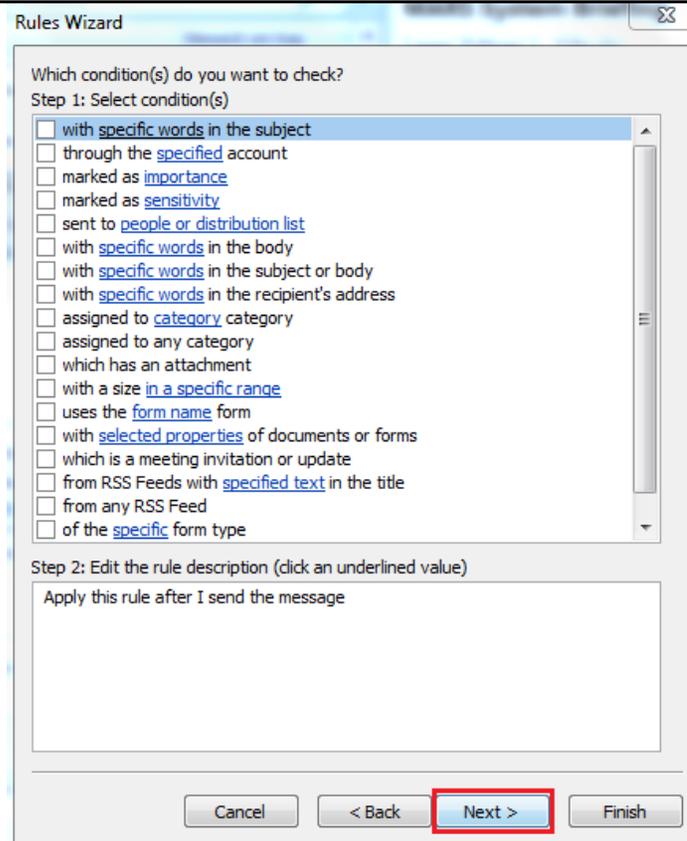
1. On the **Tools** menu, click **Rules and Alerts**, and then click **New Rule**.



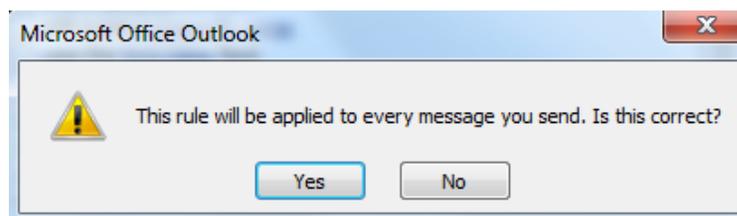
2. In the *Step 1: Select a template*, under **Start from a Blank Rule**, click **Check messages after sending**, and then click **Next**.



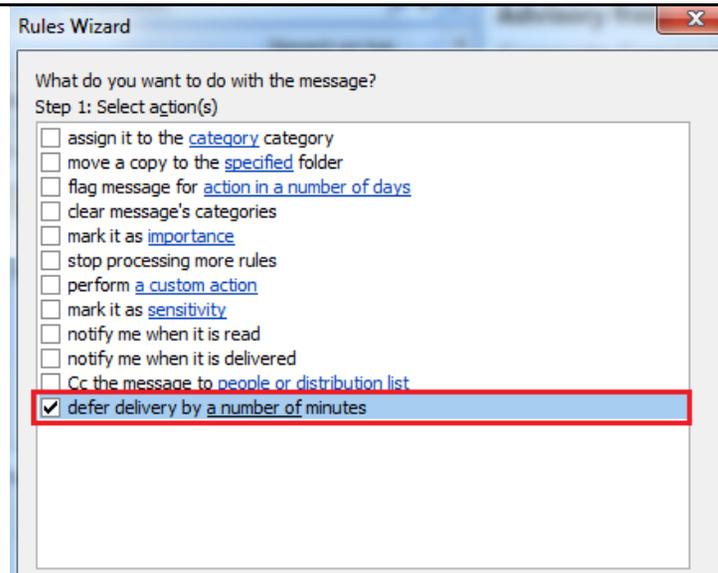
3. In the *Step 1: Select condition(s)* list, select any options that you want, and then click **Next**.



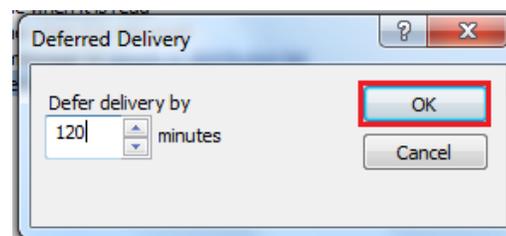
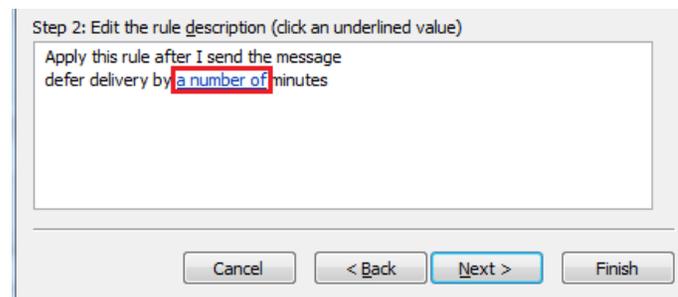
Note: If you do not select any check boxes, a confirmation dialog box will appear. If you click Yes, the rule you are creating will be applied to all messages that you send.



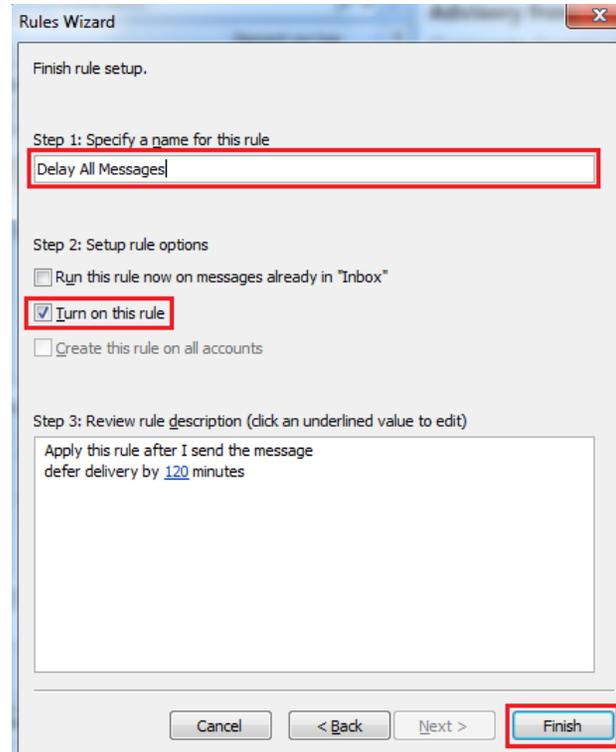
4. In the *Step 1: Select action(s)* list, select **defer delivery by a number of minutes**.



5. In the *Step 2: Edit the rule description (click an underlined value)* box, click the underlined phrase **a number of** and enter the number of minutes for which you want the messages to be held before sending. Delivery can be delayed up to 120 minutes.



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**.



Note: After you click Send, each message remains in the Outbox folder for the amount of time you specified.

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