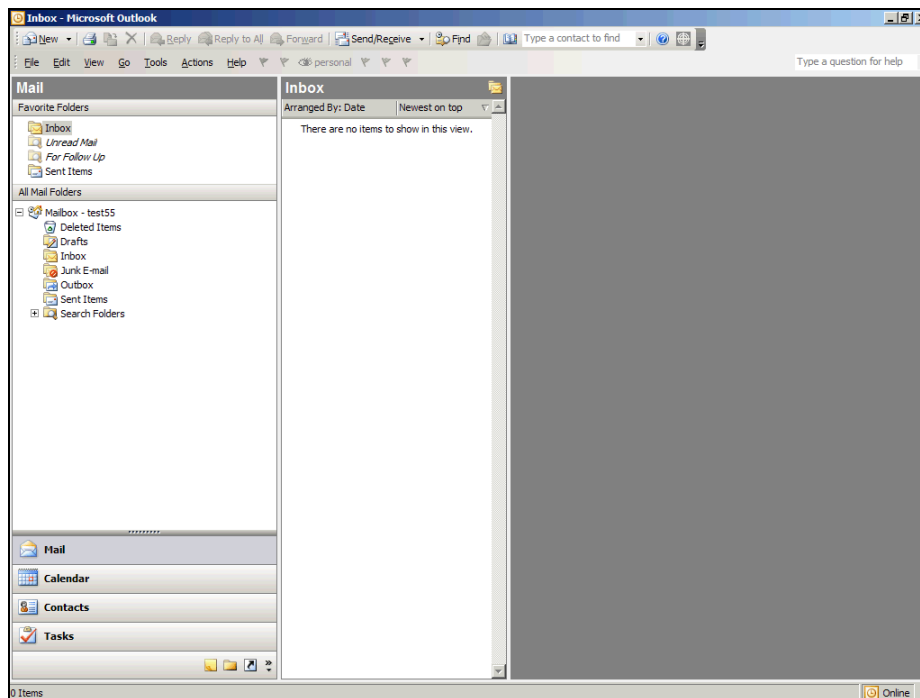


Email

Scheduling Emails

Procedure

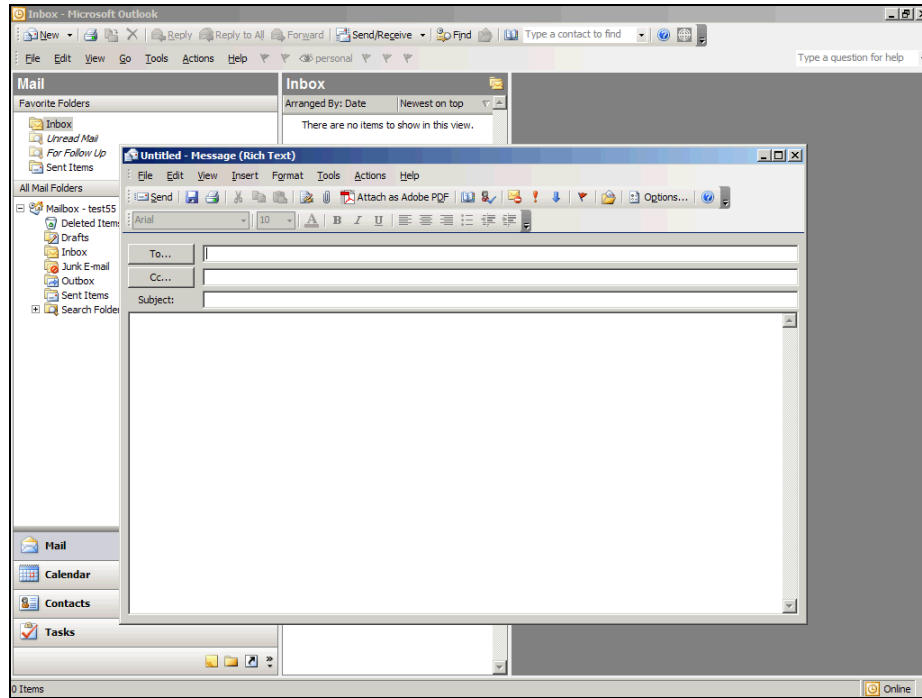
Using Outlook, you can schedule emails to be sent out at a specific time. This is a delayed delivery.



Step	Action
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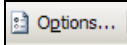
1. Click the **New** button to create a new mail message.

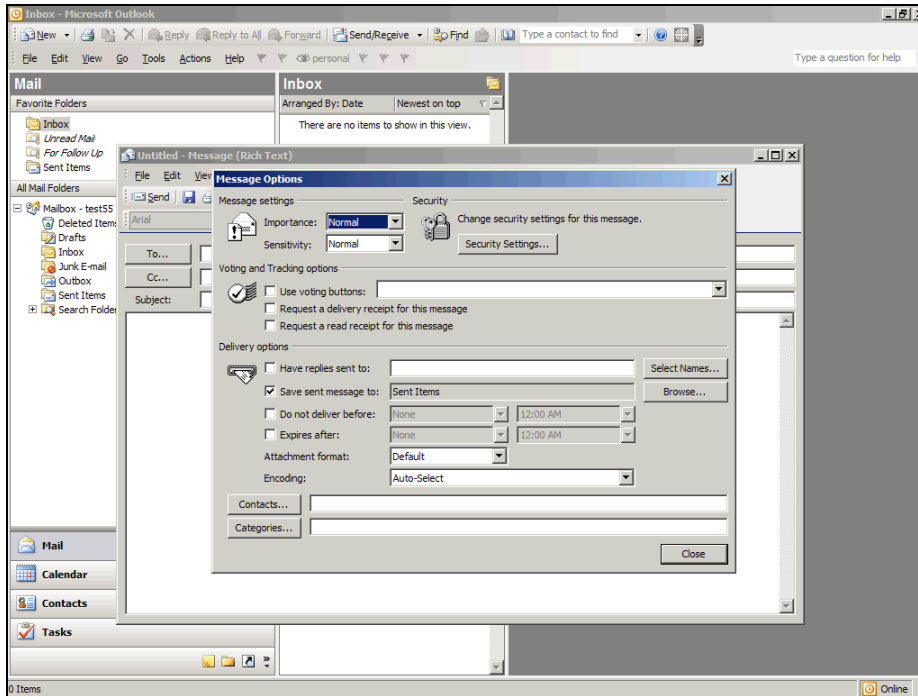




Step	Action
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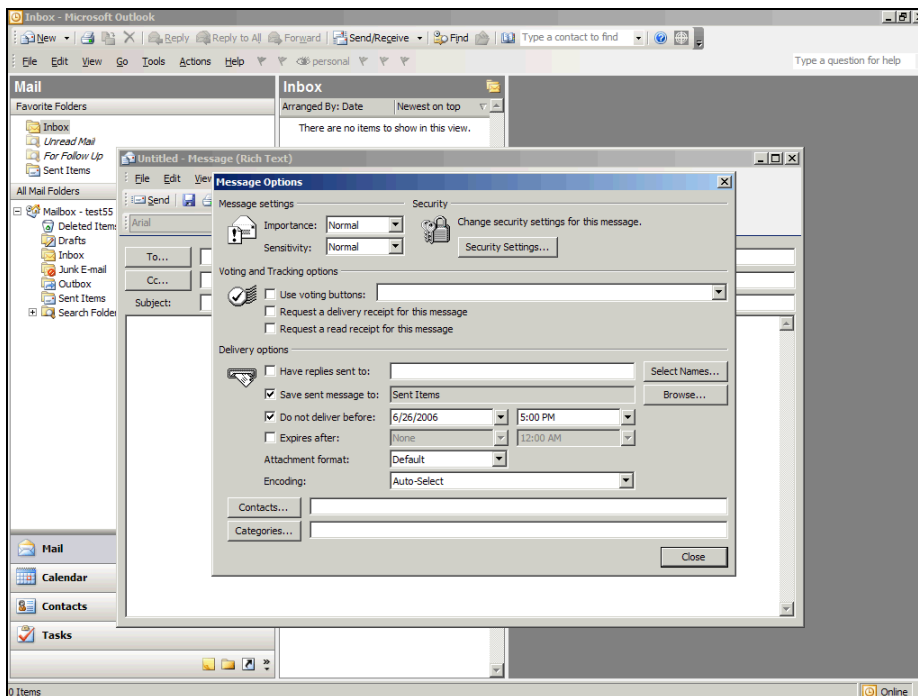
2. Click the **Options** button.





Step Action

3. Click the **Do not deliver before:** option.

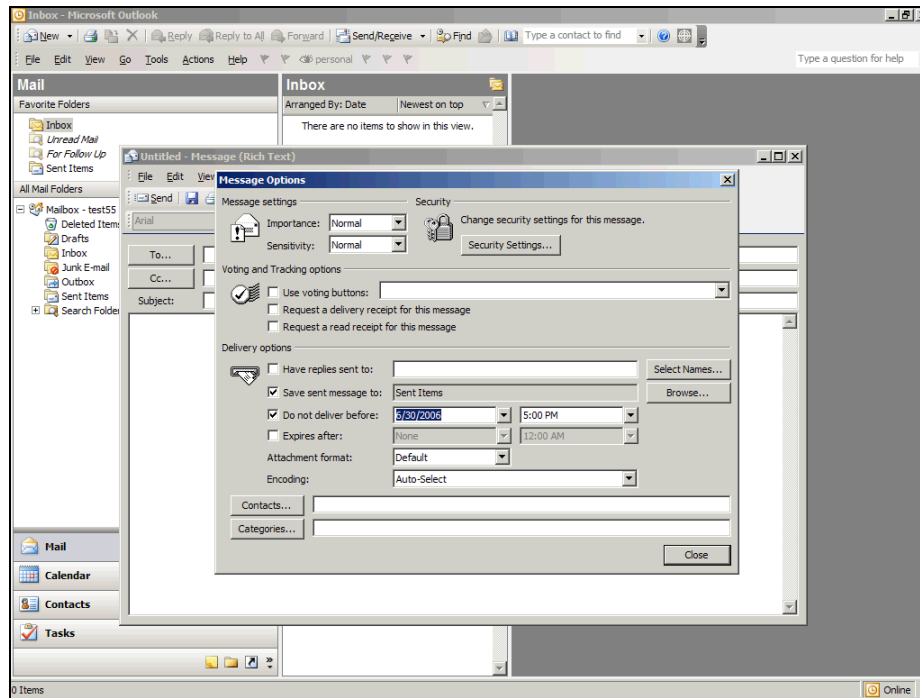


Step Action

- Click the pull down arrow to access the calendar and select a date.



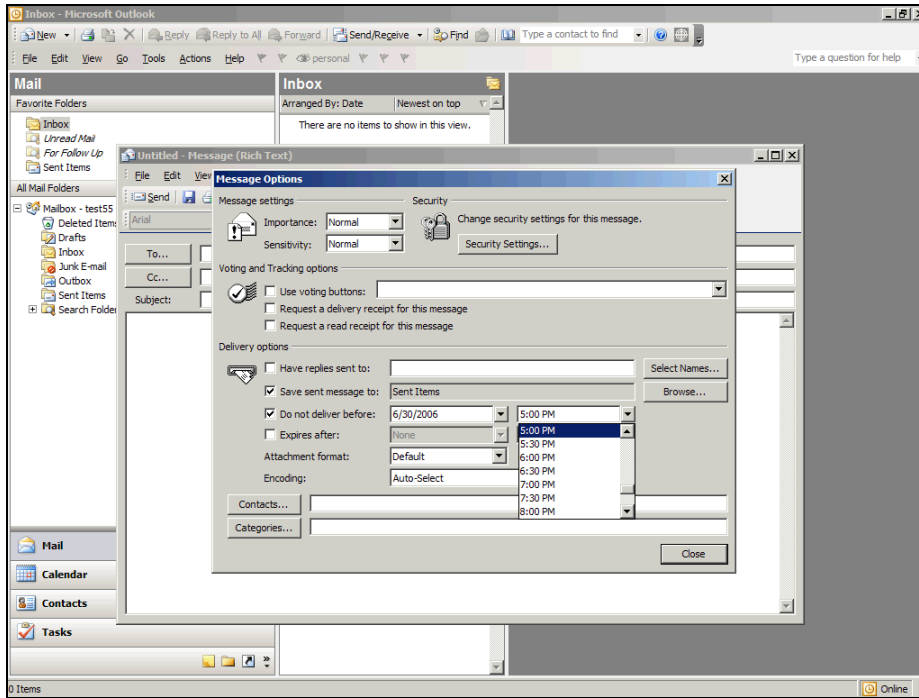
- Click the **DatePicker** object, and select **June 30**.



Step Action

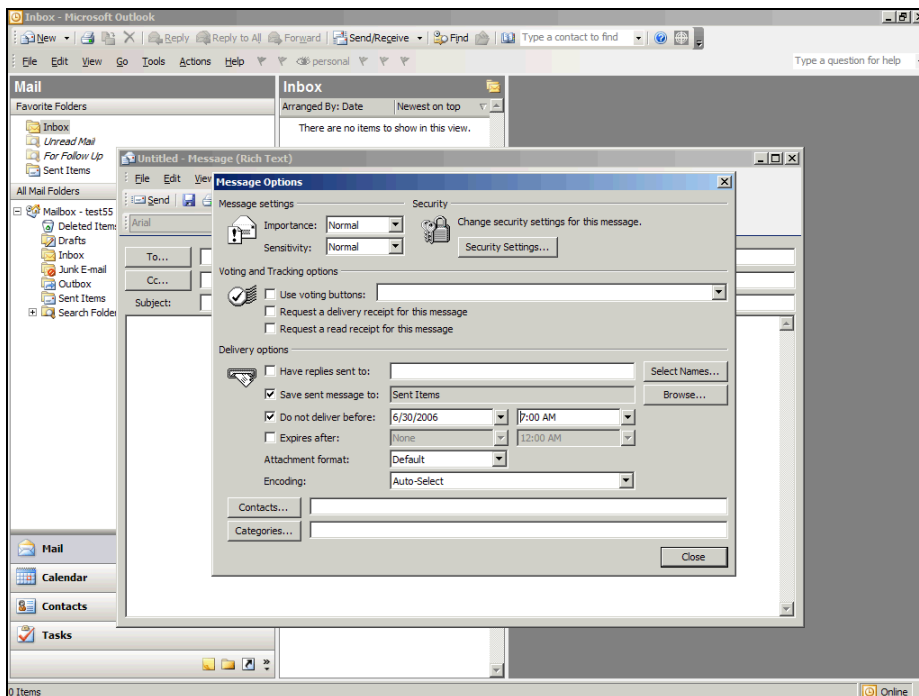
- Click the **Time** pull down arrow and select a time.

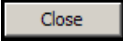




Step Action

7. Select **5pm**



Step	Action
8.	Click the Close button. 
9.	Congratulations, you have successfully completed the topic on scheduling emails. End of Procedure.