Delaying or Scheduling Email Messages in Outlook 2013 or 2016

You can delay the delivery of an email message or you can use rules to delay the delivery of all messages by having them held in the Outbox for a specified time after you click Send.

Delay the delivery of a message
1. In the email message, on the Options tab, in the More Options group, click Delay Delivery.

2. Under Delivery options, select the Do not deliver before check box, and then enter the delivery date and time that you want.

After you click Send, the message remains in the Outbox folder until the delivery time.

If you decide later that you want to send the message immediately, do the following:
1. In Mail, in the Navigation Pane, click the Outbox folder.
2. Open the delayed message.
3. On the Options tab, in the More Options group, click Delay Delivery.
4. Under Delivery options, clear the “Do not deliver before” check box.
5. Click Close.
6. Click Send.

Delay the delivery of all messages
Important: Do not click Finish until all steps are completed. If steps are interrupted, this may cause emails to be deleted permanently. If you need to end the process before completion, please click Cancel and resume steps later.
1. Click the File tab.
2. Under the Info tab, click Manage Rules and Alerts.
2. Click New Rule.

3. In the Step 1: Select a template box, under Start from a Blank Rule, click Apply rule on messages I send, and then click Next.
4. In the Step 1: Select condition(s) list, select the check boxes for any options that you want, and then click Next. If you do not select any check boxes, a confirmation dialog box appears. If you click Yes, the rule that you are creating is applied to all messages that you send.

5. In the Step 1: Select action(s) list, select the defer delivery by a number of minutes check box.
6. 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. Click OK, and then click Next.

7. Select the check boxes for any exceptions that you want. Click Next.
8. In the Step 1: Specify a name for this rule box, type a name for the rule.

![Rules Wizard dialog box]

9. Select the Turn on this rule check box.
10. Click Finish.
11. Click OK.
12. Now, after you click Send, each message remains in the Outbox folder for the time that you specified.