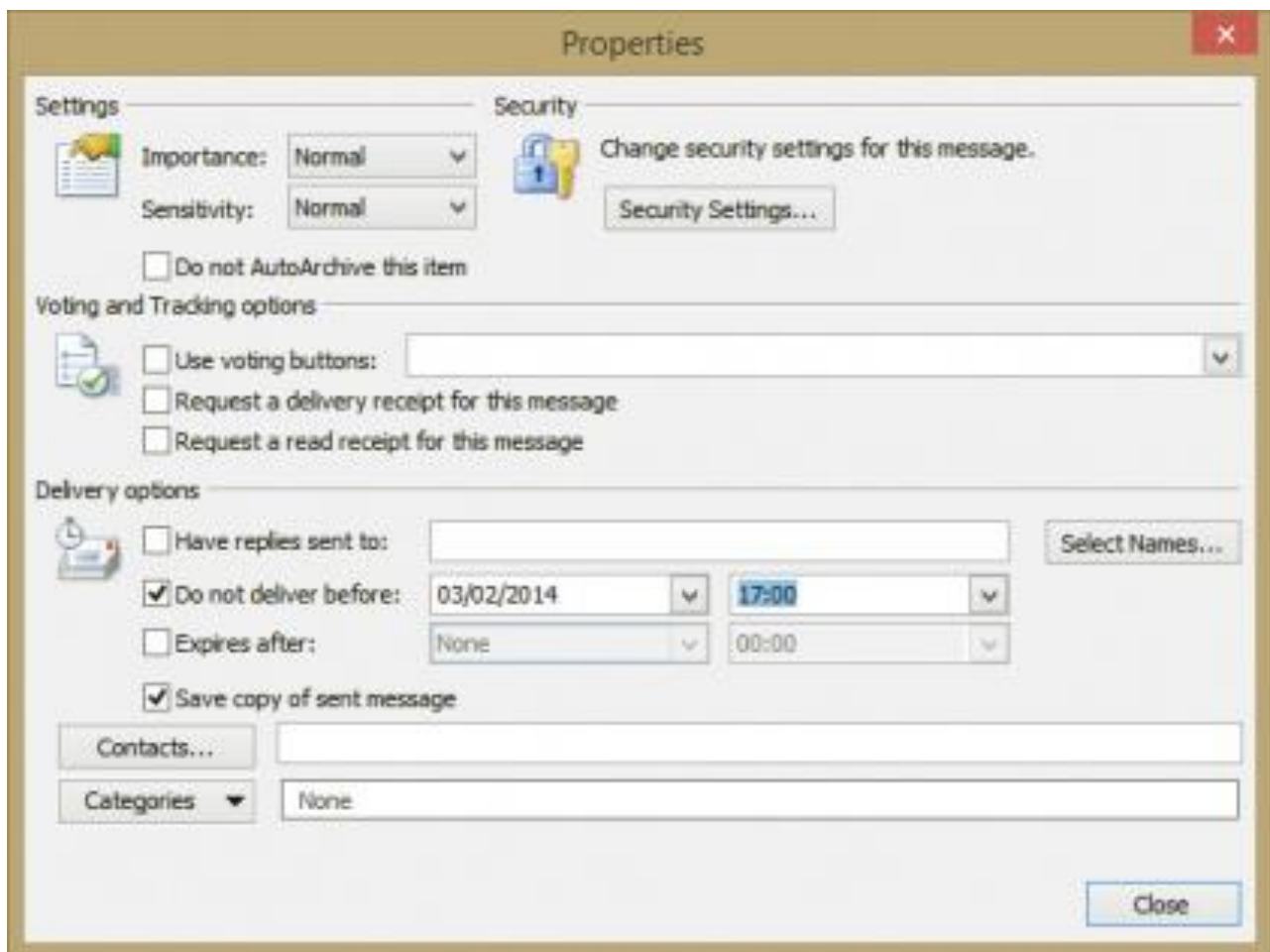


Write a message to be delivered at a future time

If you have some news that you don't want to share immediately, Outlook lets you defer delivery until a specified time. Write your email, then switch to the Options tab and click Delay Delivery. This opens a requester with a "Do not deliver before:" field; enter a date and time, then click Close. After you hit Send, the message will be held until the specified time for sending. If you're using an Exchange server, you can now close Outlook; if you're using POP or IMAP you'll have to leave the application open until the specified time for delivery has passed.



The screenshot shows the 'Properties' dialog box in Outlook, specifically the 'Options' tab. The 'Settings' section includes 'Importance: Normal' and 'Sensitivity: Normal'. The 'Security' section has a 'Security Settings...' button. The 'Voting and Tracking options' section includes checkboxes for 'Use voting buttons', 'Request a delivery receipt for this message', and 'Request a read receipt for this message'. The 'Delivery options' section includes a 'Have replies sent to:' field, a 'Do not deliver before:' field set to '03/02/2014' and '17:00', an 'Expires after:' field set to 'None' and '00:00', and a checked 'Save copy of sent message' checkbox. There are also 'Contacts...' and 'Categories' dropdowns at the bottom.

Section	Property	Value
Settings	Importance	Normal
	Sensitivity	Normal
	Do not AutoArchive this item	<input type="checkbox"/>
Voting and Tracking options	Use voting buttons	<input type="checkbox"/>
	Request a delivery receipt for this message	<input type="checkbox"/>
	Request a read receipt for this message	<input type="checkbox"/>
Delivery options	Have replies sent to	[Empty field]
	Do not deliver before	03/02/2014 17:00
	Expires after	None 00:00
	Save copy of sent message	<input checked="" type="checkbox"/>