

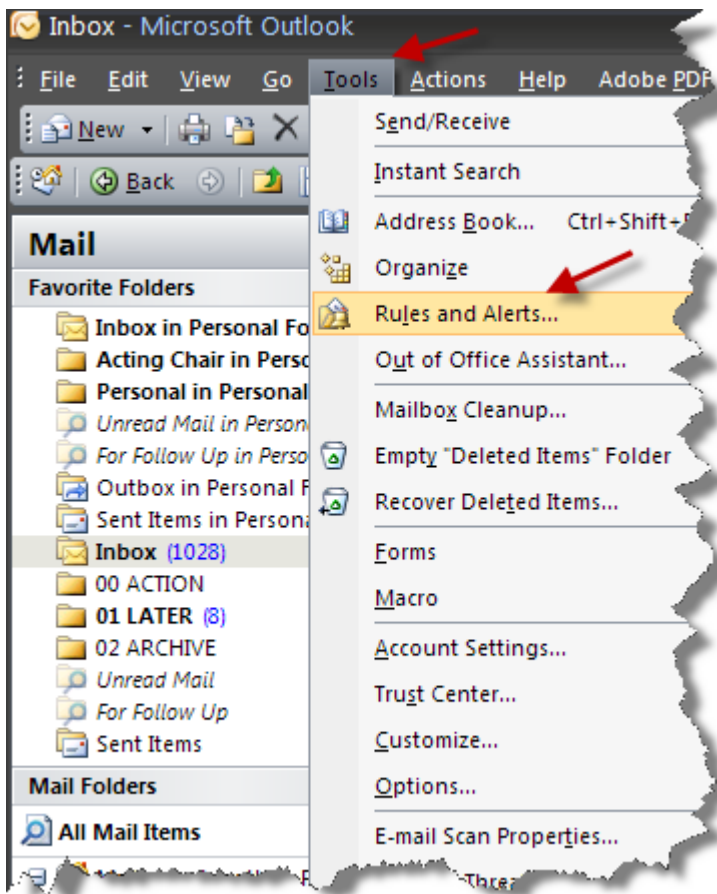
# Deferring Delivery of an Email Message in Outlook 2007

Jon Radue, 16 May 2010

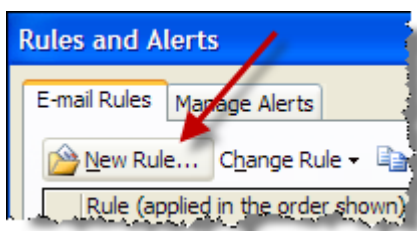
Microsoft Outlook allows you to delay the sending of an email message for a specified amount of time. During that time (say, 3 minutes after hitting the send key) you often have second thoughts, or realize that you did not attach the promised attachments, or you forgot to Cc: someone—now you can retrieve the message, change it and resend it! [Outlook 2010: <http://www.groovypost.com/howto/microsoft/delay-defer-schedule-delivery-outlook-2010-email/#2-delayall> ]

Follow these 8 simple steps for Outlook 2007.

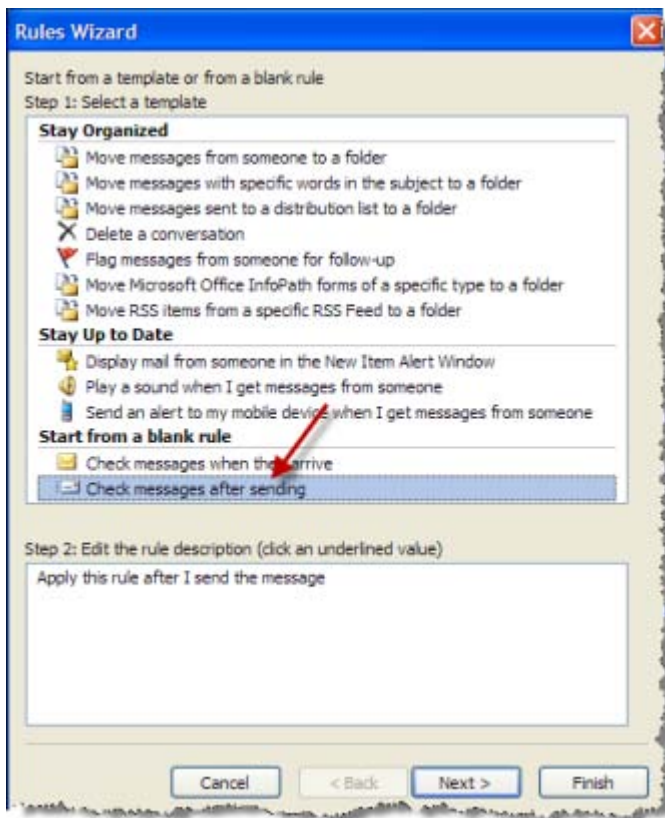
1. Click on **Tools** and select **Rules and Alerts...**



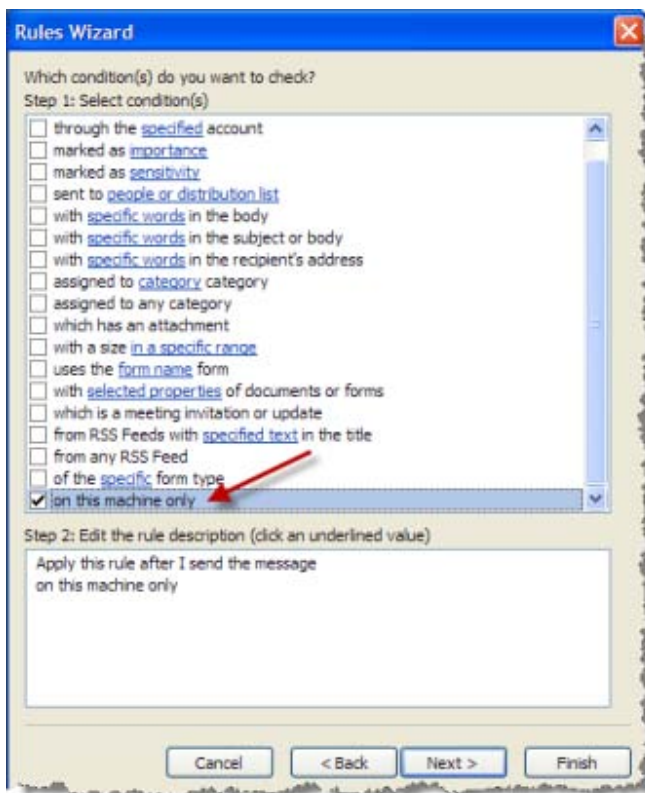
2. And from the Rules and Alerts box click on **New Rule...**



3. In the **Start from a blank rule** section, click on **Check messages after sending**, and then press **Next >**



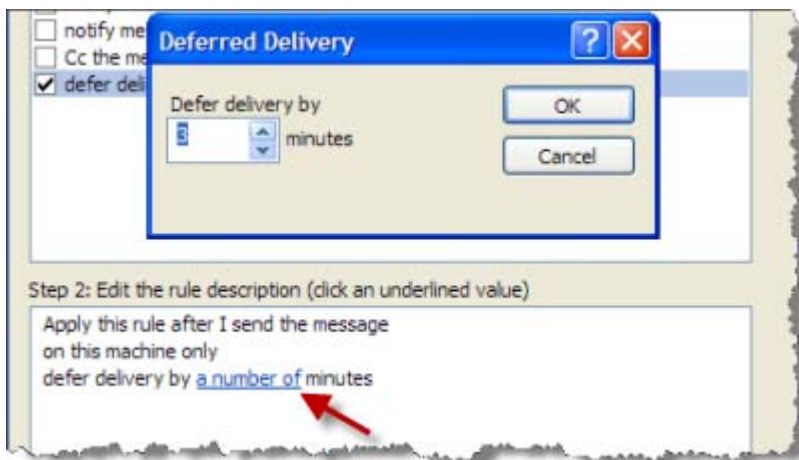
4. On the next screen, scroll down and select **on this machine only**, and then press **Next >**



5. On the next screen select **defer delivery by a number of minutes** and then press **Next >**

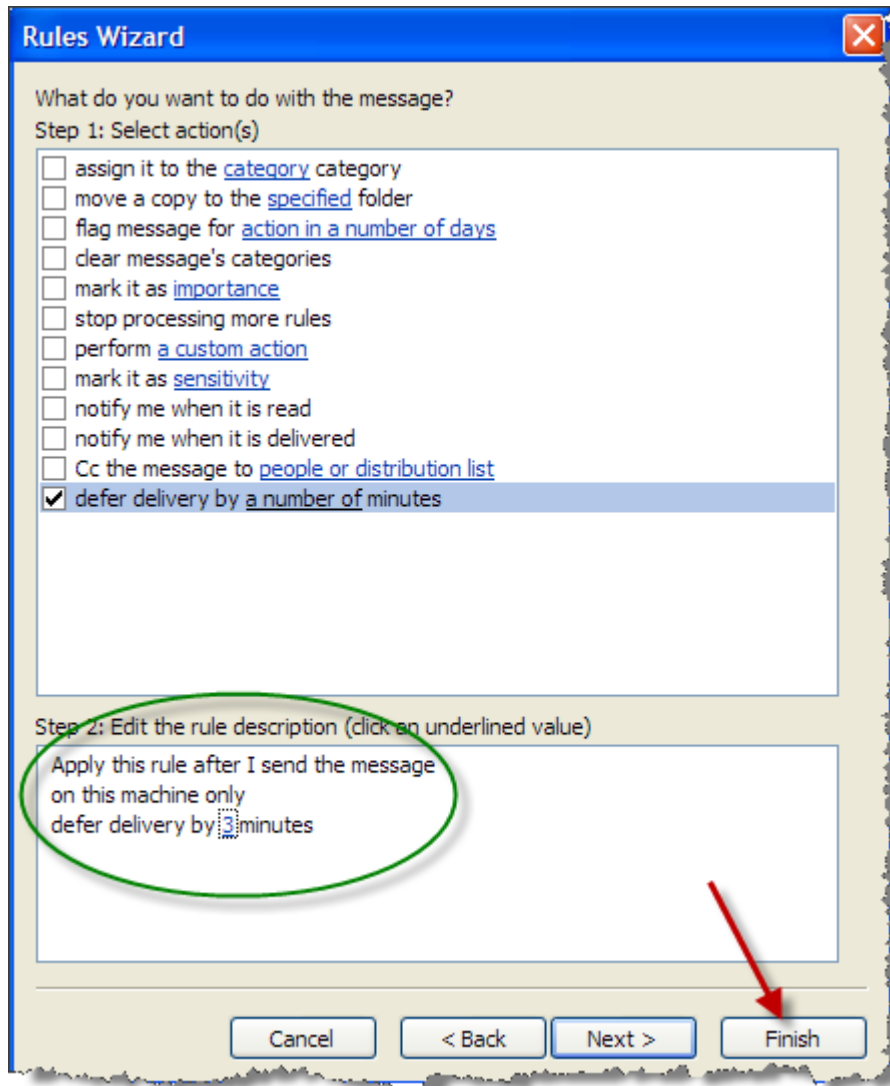


6. Click on [a number of](#), and in the resulting popup window select the number of minutes by which you want to defer delivery of the message being sent, and then press **OK**. I have found that 3 minutes gives me ample time for sober second thoughts!

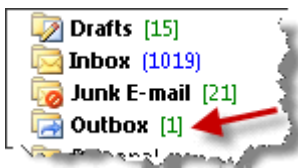


As an aside, please realize that *all* your email will be delayed by this period, so don't expect instant delivery!

7. You should end up with the rule shown in the green oval. Press **Finish**, and now you can have those second thoughts about sending any email message!



8. You'll be able to retrieve and edit, *within the 3 minutes after pressing Send*, an unsent message from your Outbox:



Once updated, you will need to Send the message again (as initially done.)