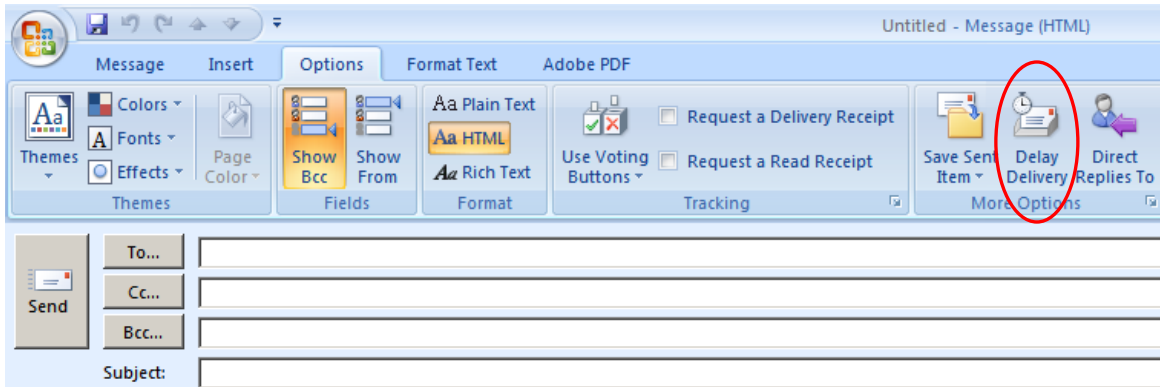


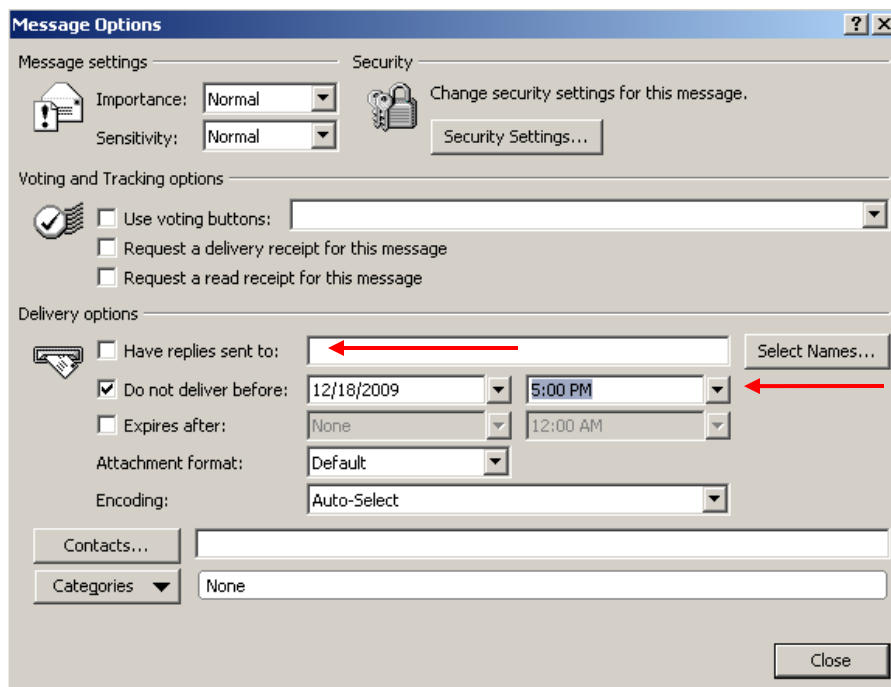
## SETTING AN EMAIL TO BE SENT AT A DIFFERENT TIME AND DATE

The delivery of an email can be delayed by following these simple steps:

1. Start by creating a new email message in Outlook.
2. Once you have created the message, select the **Options** tab and **Delay Delivery** icon.



3. Once you select the Delay Delivery icon, the **Message Options** dialog box will appear. Here you will want to make sure that the **Do not deliver before** box is checked and the time and date that you would like the email to be sent is adjusted.



4. In this same dialog box, you have the option to **Have the replies to** the email you are sending sent to another email address. This can come in handy if you are waiting for a response to an email but won't have access to your Outlook account. You can set it so replies are sent to your personal email address.