Instructional Technology Training Tip:

Use a delay send rule for your outgoing email in Outlook.

Have you ever clicked send on an email only to find that you have forgotten to add an attachment? Or perhaps you’ve clicked send only to find a typo seconds after doing so? I’ve even known a few feisty people who send out angry emails, only to feel remorseful a short while after sending them. Those moments can be frustrating, but rest assured, there is something that you can do about it – you can use a Delay Send rule for your outgoing mail. (Hat tip to Holly Miller for the inspiration).

How to create a Delay Send rule in Outlook

1. Click on File and then Manage Rules and Alerts.
2. Click New Rule.
3. Scroll down to where it says Apply rule on messages I send.
   a. Click Next.
   b. On the following screen click Next.
   c. In the window which says This rule will be applied to every message you send. Is that correct? Click yes.
4. Click the checkbox that says Defer delivery by a number of minutes.
5. In Step 2 of What do you want to do with the message, click the link in the Apply this rule after I send the message defer delivery by a number of minutes.

6. In the next window enter in the number of minutes that you would like to defer delivery by and then click the Ok button. Then click the Next button.

7. If you would like an exception to this rule, select it on the next window. Otherwise, click the Next button.

8. Specify a name for the rule on the next window then click the Finish button. If you would like to modify the number of minutes to defer delivery simply click the linked number in the Step 3 section of the window.
9. The next window that displays explains that the rule will only be in use when Outlook is running. Click Ok. Lastly, click **Apply** to enjoy your new safety net.

![](image1.png)

10. Your message will be stored in your Outbox until the deferred time is up. During this time you may re-examine and edit it.

**How to delete the rule you’ve just created**

You may find that after you’ve created this delay rule, it no longer suits your fancy. Here are directions on how to delete it.

1. Click File then Manage Rules and Alerts.

![](image2.png)

2. Click the rule in the list so that it is highlighted then click the delete button.

![](image3.png)

3. On the confirmation box that displays click Yes. Afterwards, click Ok.

![](image4.png)