

Setting up Automatic Delay Send on Emails

Quick Reference Guide



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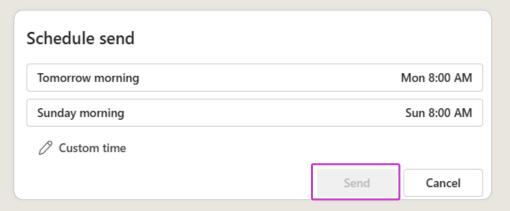
Send Smarter with Outlook's Delay and Undo Send Features

Ever hit "Send" and instantly regretted it? Outlook's **Delay Send** and **Undo Send** features have your back. With **Delay Send**, you can schedule emails to go out at the perfect moment—great for timing announcements or follow-ups. Just compose your message, click "Schedule Send", and pick the date and time. Need to make a change? Open the draft, click "Cancel Send", and adjust. For those last-second saves, enable **Undo Send** in your Outlook settings to get up to 10 seconds to stop a message after hitting send. Avoid email mishaps and send with confidence.

Schedule Single Email

Create new email > Select "**Options**" in ribbon > Schedule Send > Choose date and time . Click "**Send**".





Schedule Automatic Delay for all Emails (Undo Send)

Open settings in the upper right corner > Select Mail > Compose and Reply > scroll down to Undo send and set up to 10 second > Save.

Once email is sent the Undo notification will appear for 10 seconds.



