



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 send

Tomorrow morning

Mon 8:00 AM

Sunday morning

Sun 8:00 AM

Custom time

Send

Cancel

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.



Undo send

You can cancel an email message after you've selected Send. To cancel, select the Undo button that appears at the bottom of your screen.

Messages can be canceled for up to 10 seconds. You can choose how long Outlook will wait to send your messages.

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