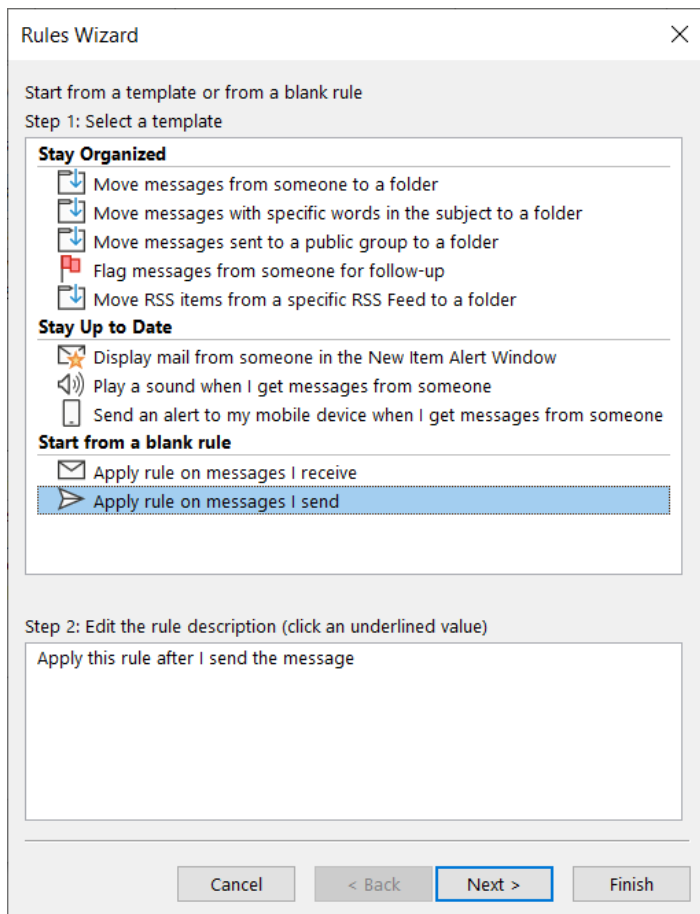
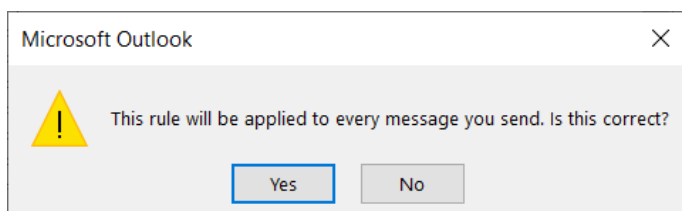


Setting Outlook to Defer Sending Emails

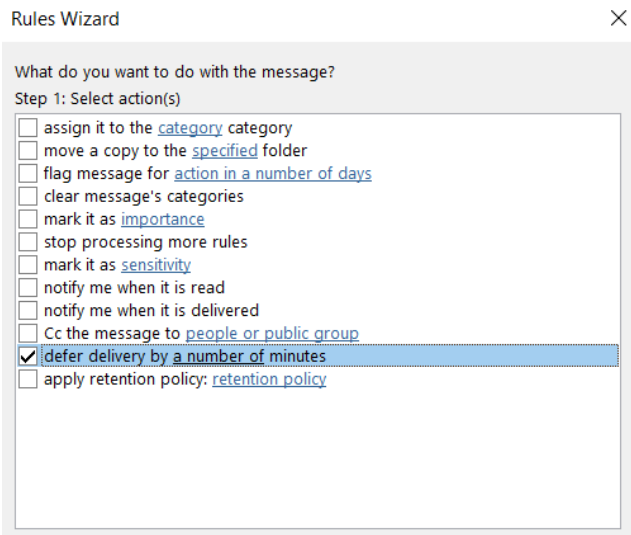
1. Click **Rules** from the Home tab of Outlook
2. Select **Manage Rules & Alerts**
3. Select **New Rule** button
4. In the Rules Wizard window, select **Apply rule on messages I send** then **Next**



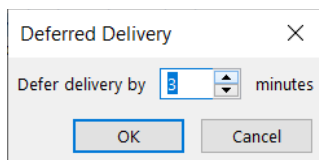
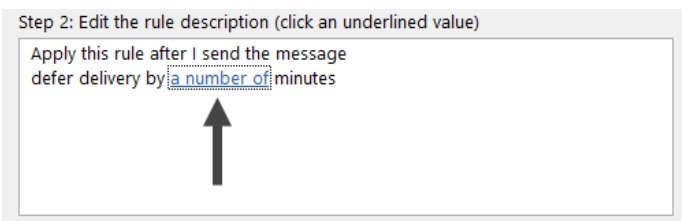
5. Click **Next again** (do not check any boxes)
6. Click **Yes**



7. Click **Next again** (do not check any boxes)
8. Check **defer delivery by a number of minutes**

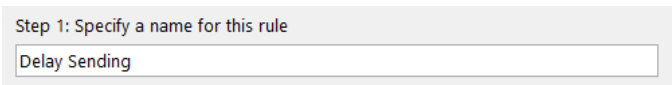


9. Click on **a number of** and choose deferred minutes (we recommend 3 minutes) and click **OK**

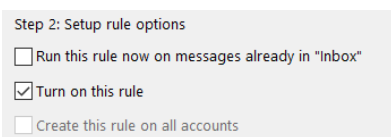


10. Click **Next** (do not check any boxes)

11. Name your rule



Turn on this rule should be checked off by default



12. Click **Finish**