

## Deferring Emails

Have you ever sent a message to the wrong person? Or sent one with language you thought better of almost as soon as you sent it? Or remembered after you sent a message that you that you didn't add the attachment? It happens to the best of us.

Outlook 2007 has an option that can help. With this option, your emails stay in your outbox for a specified period after you click **Send**. You can go back and make a change before the message goes out.

1. In Outlook, click on the **Tools** menu and select **Rules and Alerts....**
2. In the *Rules and Alerts* dialog box, click **New Rule...** at the top left.
3. Under the *Start from a blank rule* heading, select **Check messages after sending**; click **Next** and then click **Next** again. Outlook will ask you if the rule is to be applied to all email. Click **Yes**.
4. Select the box next to *defer delivery by a number of minutes*.
5. In the section under *Step 2*, click on a number of and select how long you would like to defer email messages (up to two hours). Click **OK**, then **Next**, and then **Next** again.
6. Name your new rule **Defer Email** and click **Finish**.
7. If you receive a pop-up that says *"This rule is a client-only rule, and will process only when outlook is running,"* it is not an error. Click **OK**.
8. Click **Apply** in the bottom of the *Rules and Alerts* dialog box. Click **OK**.

If you want to temporarily or permanently stop your email from being deferred, click on the **Tools** menu and select **Rules and Alerts....** Remove the check next to *Defer Email* and then click **OK**.