

# Microsoft Outlook – Do Not Deliver Before



## Do Not Deliver Before .

It is possible to delay the delivery of an individual e-mail message, the email message will be held in your Outbox until the specified time.

1. Create the email message, select the **Options** tab from the ribbon → **Delay Delivery**.



Do not deliver before: None 00:00

2. **Select** the date and time for the delivery.

Do not deliver before: 15/05/2008 15:00

3. **Send** the email.