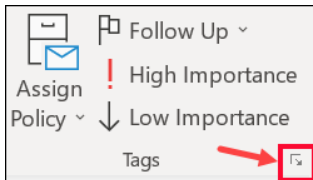


Scheduling Emails in Outlook App & Outlook Webmail

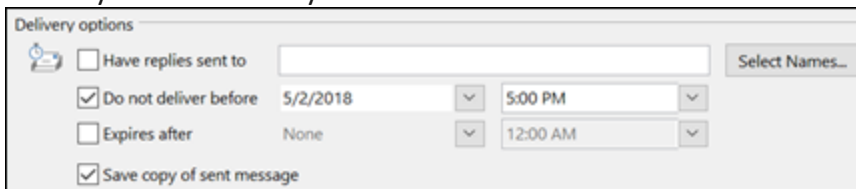
We all need to manage the tyranny of sending and replying to emails at all hours of the day (and weekends). To help with this, UL recommends scheduling your emails to issue during the normal 9am-5pm working day, even if you are working flexible hours.

Scheduling Email Delivery in Outlook App

1. While composing a message, select the **More options** arrow from the **Tags** group in the Ribbon.

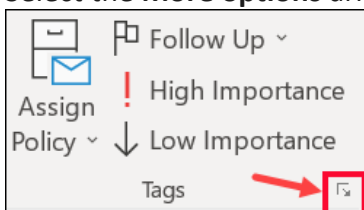


2. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time you want.



3. Click **Close**.
4. When you're done composing your email message, select **Send**.
After you click **Send**, the message remains in the **Outbox** folder until the delivery time.
If you decide later that you want to send the message immediately, do the following:

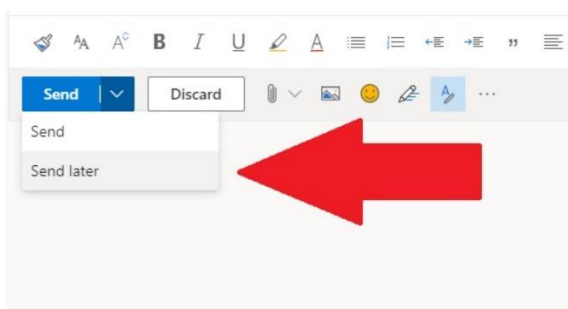
1. Switch to the **Outbox** folder.
2. Open the delayed message.
3. Select the **More options** arrow from the **Tags** group in the Ribbon.



Under **Delivery options**, clear the **Do not deliver before** check box.

4. Click **Close** and **send**.

Scheduling Email Delivery in Outlook Webmail



To access this feature, when you are composing an email, click the new drop down option available with the Send button and select the 'Send later' feature, Once selected, you will be allowed to select a data and time for sending the email.

NOTE: Do not log out of Outlook or scheduled emails will not be sent until you log-in again