

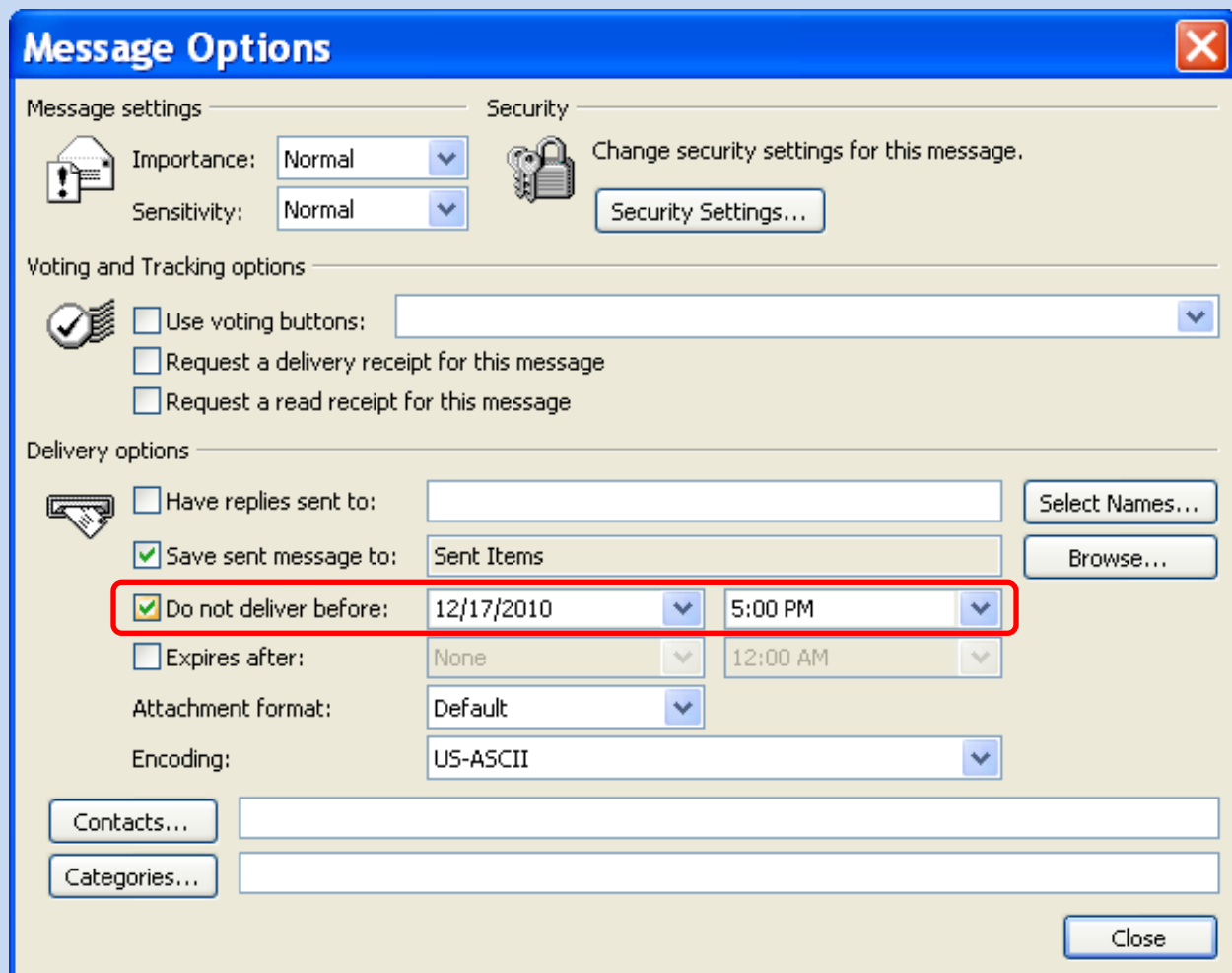
## SEND EMAIL AT A SPECIFIC TIME – Outlook 2003

By Grace McMillan

Shannon went to Hawaii for Christmas (I know ... totally unfair) and wanted to set up an automatic email before she left – so that I would receive a reminder email on Thursday to water her plants (adding insult to injury). Here's how you do that:

Write an email – and save it (File>Save) – it will automatically go to your Drafts folder.

Go to your Drafts folder, locate the email – RIGHT click and choose “Options.” Click on the “Do not deliver before” box and fill in the date and time.



**Message Options**

Message settings      Security

Importance: Normal  
Sensitivity: Normal

Change security settings for this message.  
Security Settings...

Voting and Tracking options

Use voting buttons:  
 Request a delivery receipt for this message  
 Request a read receipt for this message

Delivery options

Have replies sent to:  
 Save sent message to: Sent Items  
 Do not deliver before: 12/17/2010 5:00 PM  
 Expires after: None 12:00 AM

Attachment format: Default  
Encoding: US-ASCII

Contacts...  
Categories...

Close