

PC Tip of the Week: Delay Delivery for an Outlook 2007 E-mail Message

It's sometimes preferable to delay the delivery of an e-mail message; prepare the e-mail and click *Send*—but have the message delivered at a later date/time.

- Make sure your computer is on, connected to the network, and Outlook is open at the time the e-mail is to be delivered.
- If you'll be away from your computer, press **Ctrl+Alt+Delete** and click *Lock Computer*—leaving the computer on and Outlook open while you are away.

In the open e-mail,

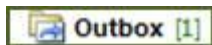
- (1) Click the *Options* tab > *Delay Delivery* button.



- (2) In the 'Delivery options' area, click to check the *Do not deliver before* box and select the appropriate date and time.



- (3) Close the Message Options dialog box.
- (4) *Send* the e-mail; it will be held in the **Outbox** folder until time for delivery.



Computer Term of the Week

blaudience: term used to mean blog audience; a blog audience is the audience (or readers) of a blog.

Keyboard Shortcut of the Week

Press the **Insert** key to add a Quick Flag to a selected, unopened message in the Outlook inbox.