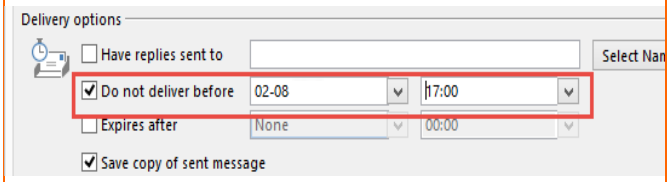
How to delay delivery of an e-mail in Outlook

What are you going to do?	How to do it?	Where is it?
Delay delivery of an e-mail	Create a new e-mail. Click **Delay Delivery** on the **SETTINGS** tab. The dialog box **Properties** opens. Select **Delivery** options and fill in a check mark at **Do not deliver before…,** select date and time. Click **OK** to close the dialog box.	 

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