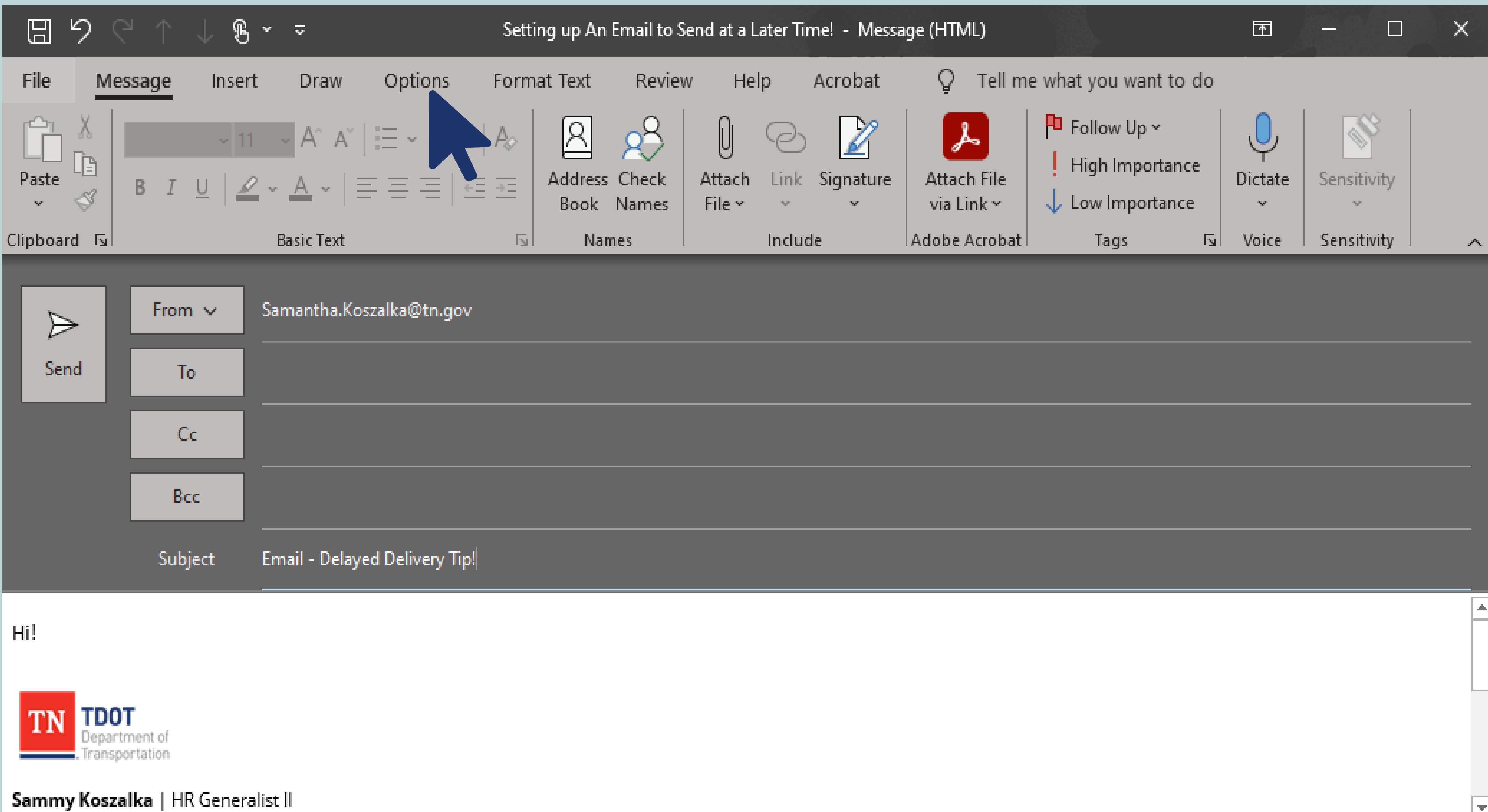


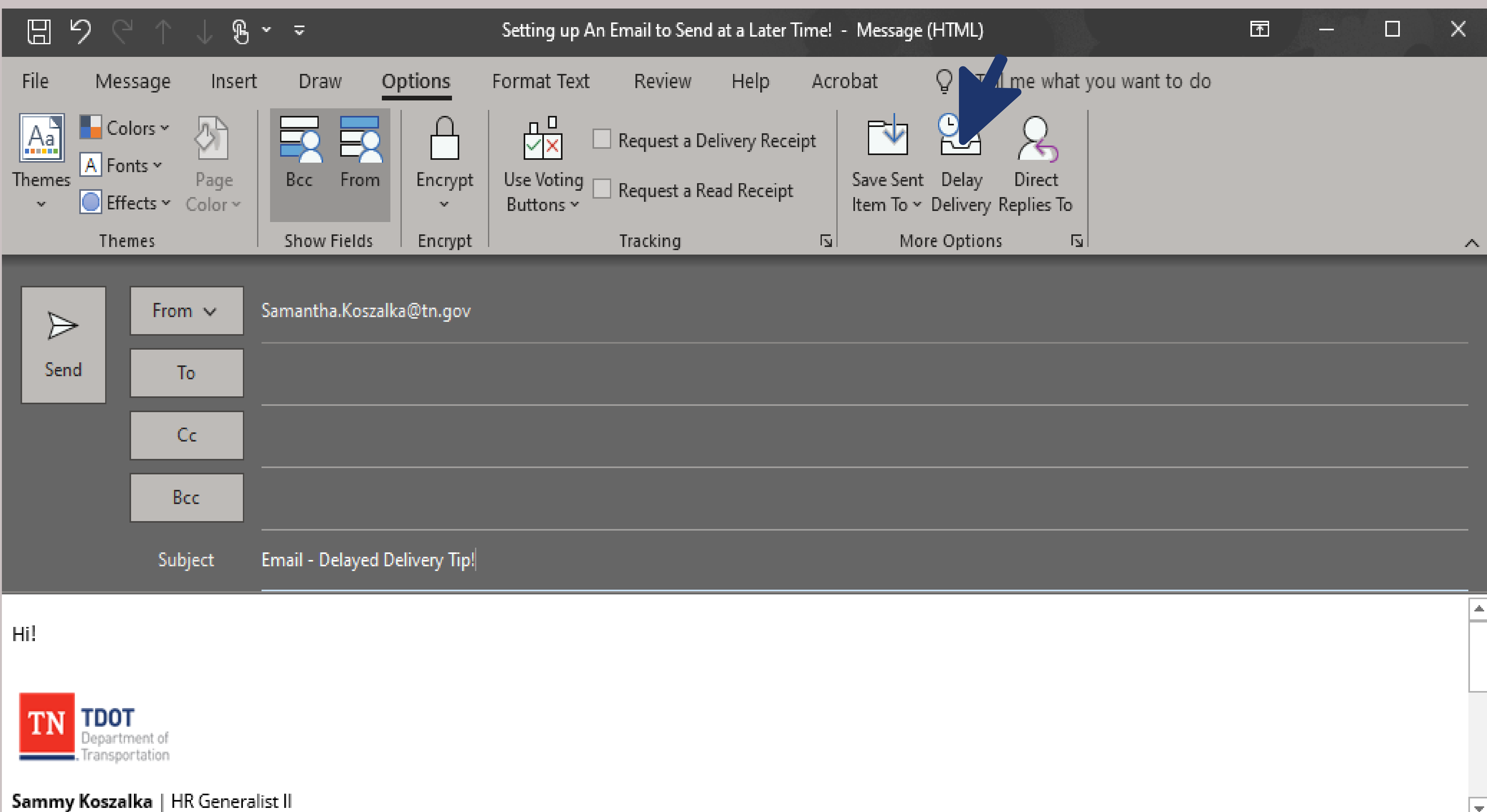
1

Open a new message and draft your desired email. Once you have your email ready, click **options**



2

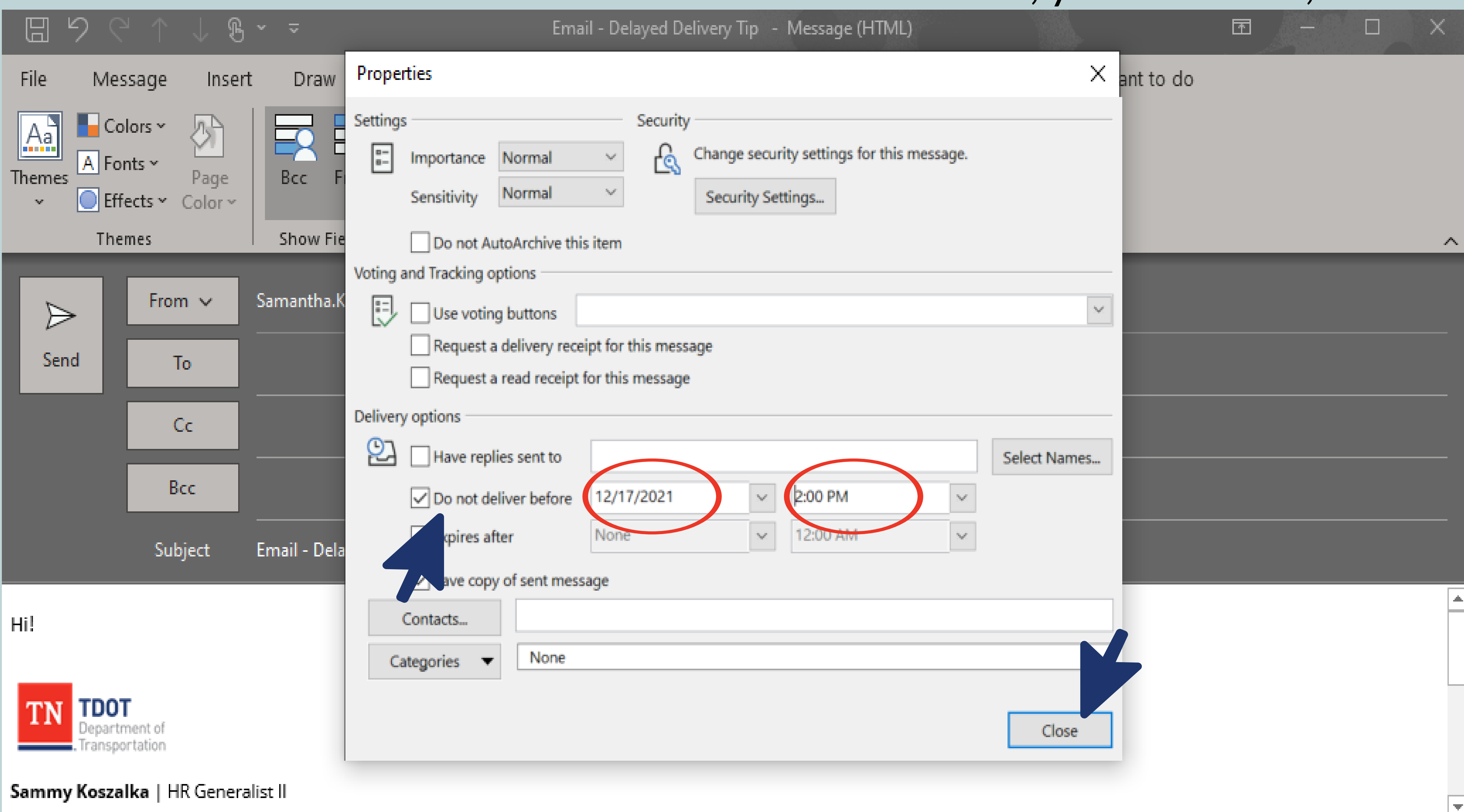
Once in options, click **delayed delivery**.



3

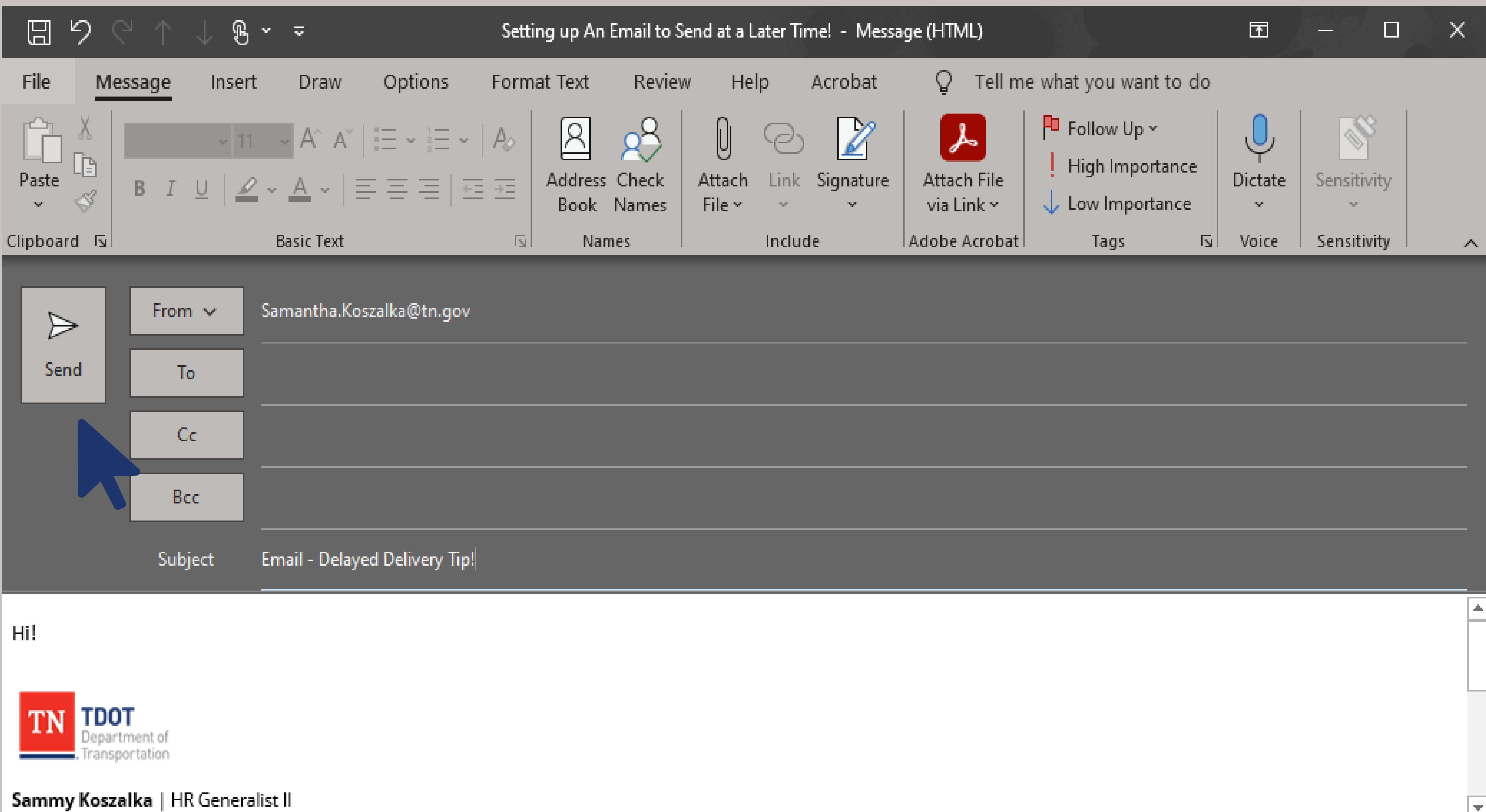
The delayed delivery box will appear. Here, you will set when you want your email to be delivered:

- By checking the '**Do not deliver before**' box, you ensure your email will not be sent before the time and date you select.
- The date and time you select is when your email will be delivered. Once that has been selected, you can click, '**close**'.



4

Now that you have your email drafted, your delayed delivery settings set, and a recipient of the email, you can click **send**.



5

Your email will appear in your outbox until it is sent based on the delayed delivery settings you selected

