Delaying or Scheduling the sending / delivery of an Email in Outlook can be VERY handy for those times when you want to draft and send an email but don't want it delivered until a specific date and time. It can also be handy to set-up for delivery in preparation for vacation. Here's how it works:

- Open a new mail message
- Prepare the message as you would any other email.
- In the options tab, go to the More Options group and select the "Delay Delivery" icon.
- In the properties menu, go to "delivery Options" and click the box next to "Do not deliver before."
    - Identify the date and time that you want the message to be delivered.
    - Click "closed."
- In the email message, click "send." Your email will be placed into your Outbox and will be delivered when the date and time is reached.