

Records Management Office Documentation

Version	Date of Change	Notes	Editor
1.0	04/03/2013		Maggie Peach
2.0	11/02/2019	New Template. Updated for Office 2016	Gareth Reeves
3.0	13/04/2021	Review only	Gareth Reeves

Instructions on How to Delay Sending Emails

Contents

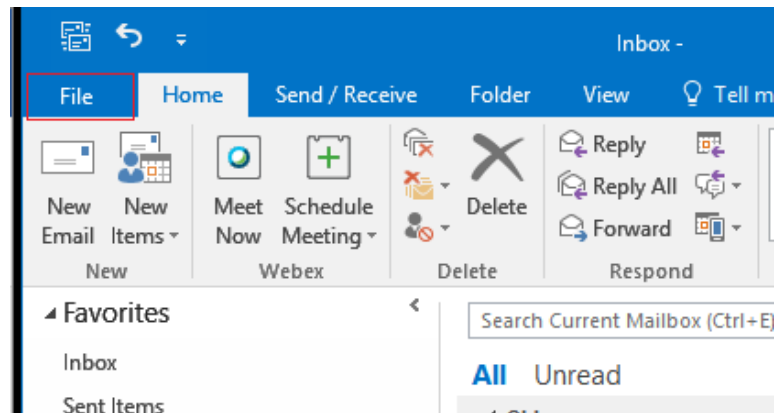
Introduction.....	2
Instructions.....	3

Introduction

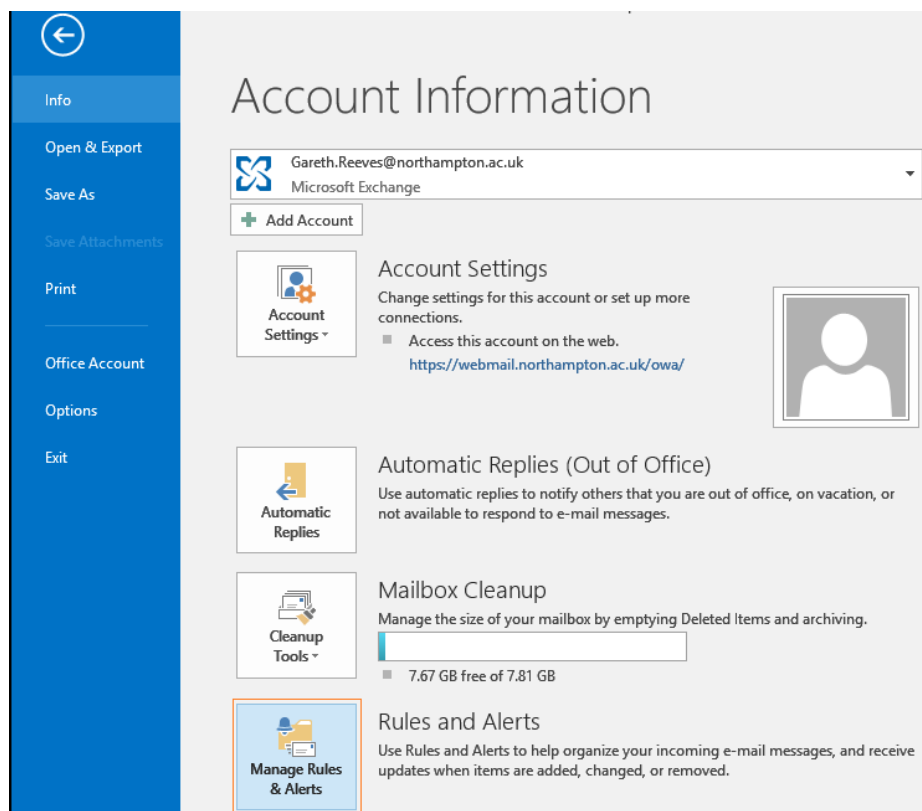
In areas of the University where staff handle confidential information on a regular basis it is highly recommended that a delay is set on outgoing emails. This is so that if an error is made in the 'To' box there is time to rectify the problem prior to the email being sent.

Instructions

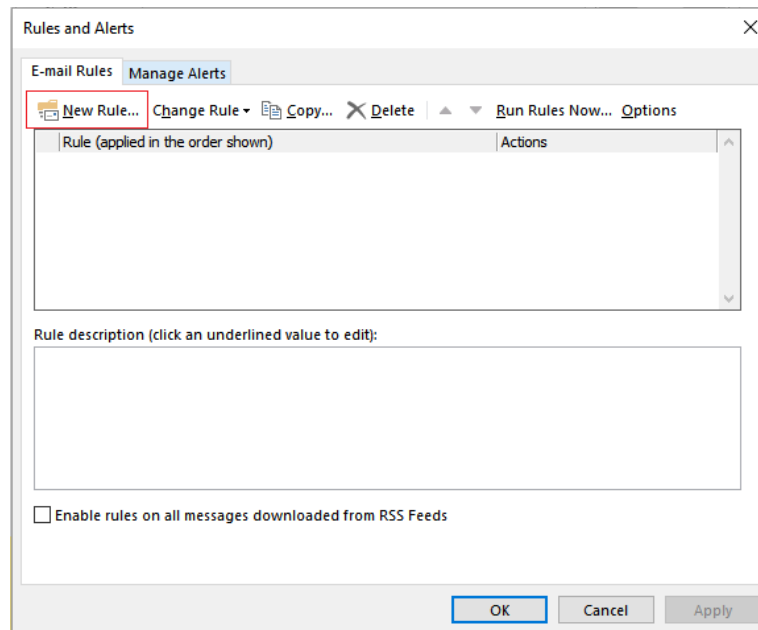
In Outlook click on the “File” menu at the top left of the page as shown below.



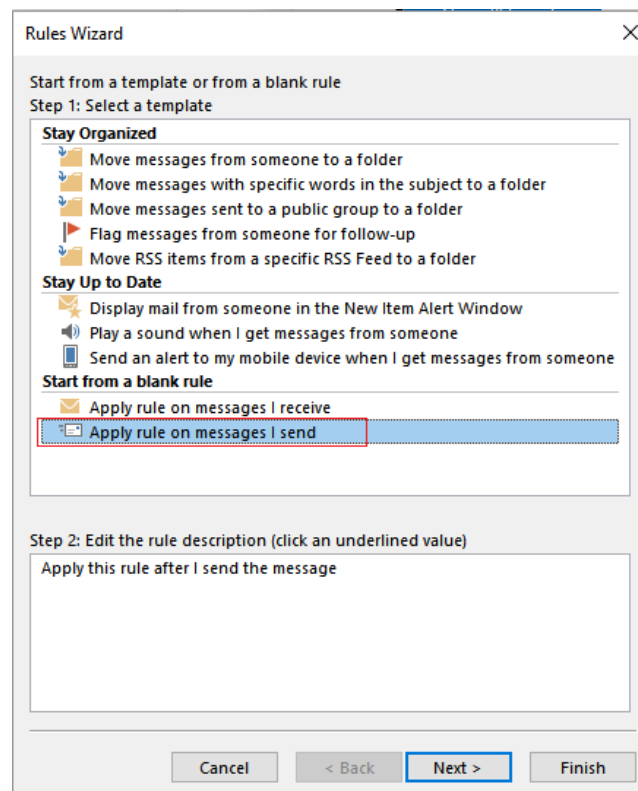
From the Menu select ‘Rules and Alerts’ by clicking on it.



A box will open like the one below from which you should click on 'New Rule'

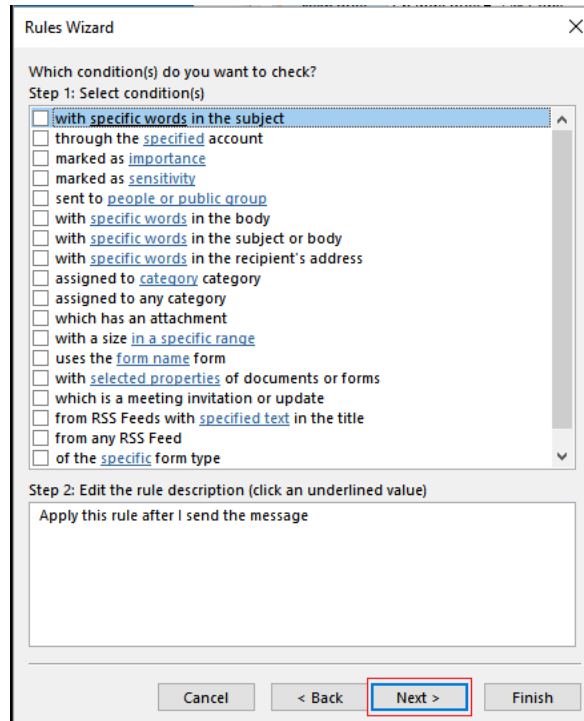


This will open the following:

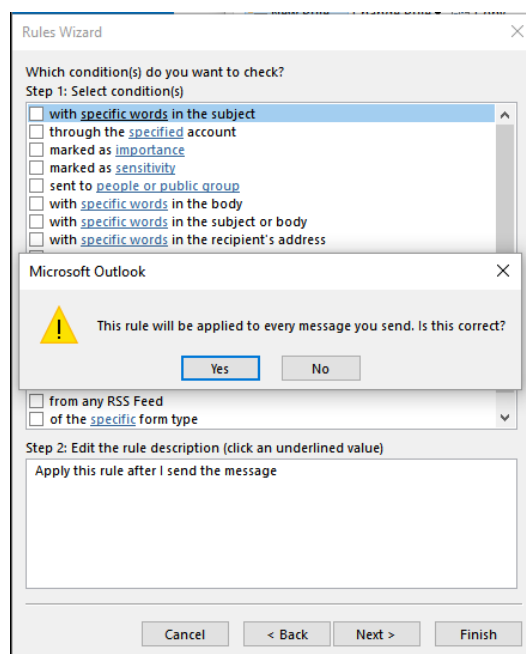


Choose the rule 'Check messages after sending' by highlighting it and clicking the Next button.

This will give you a screen that looks like the one below, ignore the options given and click on Next.



This will open a box to make sure you're happy not choosing any of the options – click 'yes'



At the next screen make sure you check the button that says defer delivery.

Rules Wizard

What do you want to do with the message?

Step 1: Select action(s)

- ☐ assign it to the category category
- ☐ move a copy to the specified folder
- ☐ flag message for action in a number of days
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ stop processing more rules
- ☐ mark it as sensitivity
- ☐ notify me when it is read
- ☐ notify me when it is delivered
- ☐ Cc the message to people or public group
- ☒ defer delivery by a number of minutes

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message
defer delivery by a number of minutes

Cancel < Back Next > Finish

By checking that button you get an option to set the amount for the delay as shown below:

Rules Wizard

What do you want to do with the message?

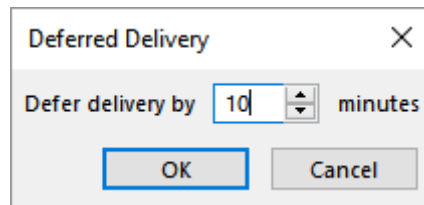
Step 1: Select action(s)

- ☐ assign it to the category category
- ☐ move a copy to the specified folder
- ☐ flag message for action in a number of days
- ☐ clear message's categories
- ☐ mark it as importance
- ☐ stop processing more rules
- ☐ mark it as sensitivity
- ☐ notify me when it is read
- ☐ notify me when it is delivered
- ☐ Cc the message to people or public group
- ☒ defer delivery by a number of minutes

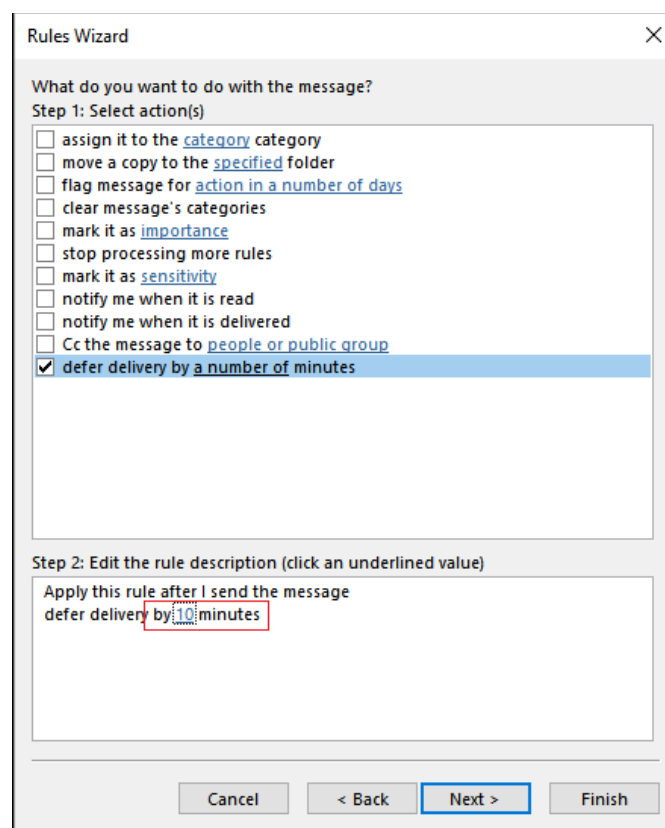
Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message
defer delivery by a number of minutes

Cancel < Back Next > Finish



Change the figure as appropriate (10 minutes will be adequate in most Departments or Schools) and then click OK.



You can now click 'Next', you will be offered a chance to enter a range of exceptions to your rule, leave all these blank and click 'Next' again.

Rules Wizard

Are there any exceptions?

Step 1: Select exception(s) (if necessary)

- ☒ except if the subject contains specific words
- ☐ except through the specified account
- ☐ except if it is marked as importance
- ☐ except if it is marked as sensitivity
- ☐ except if sent to people or public group
- ☐ except if the body contains specific words
- ☐ except if the subject or body contains specific words
- ☐ except with specific words in the recipient's address
- ☐ except if assigned to category category
- ☐ except if assigned to any category
- ☐ except if it has an attachment
- ☐ except with a size in a specific range
- ☐ except if it uses the form name form
- ☐ except with selected properties of documents or forms
- ☐ except if it is a meeting invitation or update
- ☐ except if it is from RSS Feeds with specified text in the title
- ☐ except if from any RSS Feed
- ☐ except if it is of the specific form type

Step 2: Edit the rule description (click an underlined value)

Apply this rule after I send the message
defer delivery by 10 minutes

Cancel < Back **Next >** Finish

Nearly there now (I promise!).

At the next stage write in the box a name to help you identify it (just in case you need to remove it at a later date). In the example below I've used the phrase 'Rule to delay sending'.

Rules Wizard

Finish rule setup.

Step 1: Specify a name for this rule

Rule to delay sending

Step 2: Setup rule options

- ☐ Run this rule now on messages already in "Inbox"
- ☒ Turn on this rule
- ☐ Create this rule on all accounts

Step 3: Review rule description (click an underlined value to edit)

Apply this rule after I send the message
defer delivery by 10 minutes

Cancel < Back Next > **Finish**

Make sure you've ticked the box that says turn this rule on and then you can click on finish and the rule will be set.

From now on any emails you send will sit in your outbox for the specified ten minutes before being sent. This will give you time to spot any errors and allow you to correct them helping to cut out the circumstances where emails can get sent to the wrong recipient by mistake.