

Records Management Office Documentation

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1.0	04/03/2013		Maggie Peach
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Instructions on How to Delay Sending Emails

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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.

$\overline{\mathbf{e}}$		
Info	Accou	nt Information
Open & Export	Gareth.Ree	eves@northampton.ac.uk
Save As	Microsoft	Exchange
Save Attachments		
Print		Account Settings
	Account	connections.
Office Account	Settings *	Access this account on the web. https://webmail.northampton.ac.uk/owa/
Options		
Exit	Automatic Replies	Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.
		Mailhay Cleanup
		Manage the size of your mailbox by emptying Deleted Items and archiving.
	Cleanup Tools *	7.67 GP free of 7.81 GP
	-	Rules and Alerts
	Manage Rules & Alerts	Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.



 <u>N</u>ew	Rule	C <u>h</u> ange Rule -	🖹 <u>С</u> ору	🗙 <u>D</u> elete		<u>R</u> un Rules I	Now Option	ns
Rule	(applied	in the order sho	wn)			Actions		^
								~
Rule des	cription	(click an underl	ined value to	o edit):				
Enab	le rules d	on all messages	downloaded	d from RSS F	eeds			

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

This will open the following:

	Select a template
Stay (Organized
- -	Move messages from someone to a folder
. -	Move messages with specific words in the subject to a folder
- 1	Flag messages from someone for follow-up
۰. ۲	Move RSS items from a specific RSS Feed to a folder
Stay (Jp to Date
×	Display mail from someone in the New Item Alert Window
	Play a sound when I get messages from someone
	Send an alert to my mobile device when I get messages from someone
Start	Apply rule op mersages receive
	Apply rule on messages I send
L	
tep 2:	Edit the rule description (click an underlined value)
Apply	this rule after I send the message

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.

Rules Wizard	×
Which condition(s) do you want to check?	
Step 1: Select condition(s)	
with specific words in the subject	~
through the <u>specified</u> account	
marked as <u>importance</u>	
marked as <u>sensitivity</u>	
sent to people or public group	
with <u>specific words</u> in the body	
with specific words in the subject or body	
with <u>specific words</u> in the recipient's address	
assigned to <u>category</u> category	
assigned to any category	
which has an attachment	
with a size in a specific range	
uses the <u>form name</u> form	
with <u>selected properties</u> of documents or forms	
which is a meeting invitation or update	
from RSS Feeds with <u>specified text</u> in the title	
from any RSS reed	
of the <u>specific</u> form type	*
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after I send the message	
Cancel < Back Next > Fini	ish

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

Rules Wizard	×
Which condition(s) do you want to check? Step 1: Select condition(s)	
with specific words in the subject through the specified account marked as importance marked as sensitivity sent to people or public group with specific words in the body with specific words in the rebiert's address	*
Microsoft Outlook	×
This rule will be applied to every message you send. Is this correct Yes No	t?
of the <u>specific</u> form type	*
Step 2: Edit the rule description (click an underlined value)	_
Apply this rule after I send the message	
Cancel < Back Next > Finish	n



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 <u>category</u> category move a copy to the <u>specified</u> folder flag message for <u>action in a number of days</u> clear message's categories mark it as importance	
stop processing more rules mark it as <u>sensitivity</u>	
 notify me when it is read notify me when it is delivered 	
Cc the message to people or public group defer delivery by <u>a number of</u> minutes	
Step 2: Edit the rule description (click an underlined value)	
Apply this rule after I send the message defer delivery by <u>a number of</u> minutes	
Cancel < Back Next > Finish	h

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

What do you want	t to do with the me	essage?		
Step 1: Select actio	on(s)			
assign it to the	e <u>category</u> category			
move a copy to	o the <u>specified</u> fold	ier		
Tiag message f	or <u>action in a num</u>	ber of days	i i	
Clear message	s categories			
mark it as impo	ortance			
stop processin	ig more rules			
mark it as sens	<u>sitivity</u>			
notify me whe	n it is read			
Cothe message	n it is delivered	lic group		
defer delivery	e to people of pub	nic group		
- actively	by a maniper or min	iutes .		
Step 2: Edit the ru	le description (click	an underl	ined value)	
Step 2: Edit the rul Apply this rule at defer delivery by	le description (click fter I send the mess <u>a number of</u> minut	: an underl sage tes	ined value)	
Step 2: Edit the rui Apply this rule at defer delivery by	le description (click fter I send the mess a number of minul	: an underl sage tes	ined value)	
Step 2: Edit the rui Apply this rule at defer delivery by	le description (click (ter I send the mess <u>a number of</u> minut	: an underl sage tes	ined value)	
Step 2: Edit the rui Apply this rule at defer delivery by	le description (click t <u>ter I send the</u> mess <u>a number of</u> minut	: an underl sage tes	ined value)	
Step 2: Edit the ru Apply this rule at defer delivery by	le description (click fter I send the mess <u>a number of</u> minuf	: an underl sage tes	ined value)	
Step 2: Edit the rul Apply this rule at defer delivery by	le description (click <u>ter I send the</u> mess <u>a number of</u> minut	: an underl sage tes	ined value)	
Step 2: Edit the rul Apply this rule at defer delivery by	le description (click fter I send the mess <u>a number of</u> minuf Cancel	: an underl iage tes < Bark	ined value)	Finich

below:



Deferred Delivery	×
Defer delivery by 10	🔹 minutes
ОК	Cancel

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

Rules Wizard	×
What do you want to do with the message? Step 1: Select action(s)	
assign it to the <u>category</u> category move a copy to the <u>specified</u> folder flag message for <u>action in a number of days</u> clear message's categories mark it as <u>importance</u> stop processing more rules mark it as <u>sensitivity</u> notify me when it is read notify me when it is delivered	
☐ Cc the message to people or public group ✓ defer delivery by <u>a number of</u> minutes	
Step 2: Edit the rule description (click an underlined value) Apply this rule after I send the message	
defer deliven by 10 minutes	
Cancel < Back Next > Finish	

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.



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'.

	×
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	
Stop 2: Dovinue rule description (click on underlined value to edit)	
Step 5. Keview fulle description (circk an underlined value to edit)	
Apply this rule after I send the message defer delivery by 10 minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	
Apply this rule after I send the message defer delivery by <u>10</u> minutes	



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.