Your Tech Tip of the Day

From the Desk of: F. Charles Waud

The Two Minute Delay that could save your life ... Have you ever sent an email that you wish you hadn't? Or forgotten to "attach" the attachment? Use this Outlook 2003 tip to delay the sending of messages for a specified amount of time – and give yourself a second chance to review, edit, delete, attach a file, etc...

Here's how to set it up in Outlook 2003:

> ► Select Tools
>
> ► Select Rules & Alerts
>
> ► Click New Rule
>
> ► Click Start from a blank rule
>
> ► Click Check messages after sending
>
> ► Click Next
>
> ► Click Next again. You will get a window stating "This rule will be applied to every message you send. Is this correct?" - Click Yes
>
> ► Check the box "defer delivery by a number of minutes"
>
> ► In the lower window, click on "a number of" and choose an appropriate number (I would suggest 2) – Click Okay
>
> ► Click Next
>
> ► Click Next again
>
> ► Give the rule a name (I would suggest "Delay outgoing email by 2 minutes")
>
> ► Click Finish
>
> ► Click Apply
>
> ► Click Okay

Now when you hit "send" - and then have second thoughts, you can go into your "outbox" and retrieve your message.

Happy emailing!

Charles

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