Schedule Sending Email

- Scheduled sending
- Ensure email sending

Scheduled sending

Using Outlook 2013 application you can schedule email sending.

Create a new email, go to the Options tab and click on Delay Delivery.



Set the date and time you want the email to be sent.

Properties X								
Settings	Importance Normal Sensitivity Normal	Security Ch	ange se ecurity :	ecurity settings for th Settings	is message.			
Voting and Tracking options —								
Use voting buttons Request a delivery receipt for this message Request a read receipt for this message								
Delivery options								
Have replies sent to					Select	Names		
	🗹 Do not deliver before	9.2.2023	\sim	17.00	\sim			
	Expires after	None	\sim	0.00	\sim			
Save copy of sent message								
Contacts								
Categories 🔻 None								
						Close		

Notice: Scheduling email does not mean that the email will be sent at the set time. Instead, the email will be sent the earliest at the scheduled time.

Ensure email sending

When you schedule email sending and close Outlook, you will receive a message. If Outlook is not running when the scheduled email should be sent the email will be sent the next time you start Outlook.



You can change this setting in account settings. On the Info tab, click on Account Settings and select Account Settings... in the drop-down menu.



The default settings are shown below:

Change Account

Server Settings Enter the Microsoft Exchange Ser	ver settings for your account.	×
Server Settings Server: User Name:	outlook.metropolia.fi	ck Name
Offline Settings ☑ Use Cached Exchange Mode Mail to keep offline:	All	
		More Settings
	< Back	Next > Cancel

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In Offline Settings, uncheck the Use Cached Exchange Mode box and click on Next.

Change Account		×
Server Settings Enter the Microsoft Exchange Ser	ver settings for your account.	×
Server Settings	autlaak metropolis fi	
User Name:		Chec <u>k</u> Name
Offline Settings		
Use <u>C</u> ached Exchange Mode		
Mail to keep offline:	1	All
		<u>M</u> ore Settings
	< <u>B</u>	ack Next > Cancel

Outlook must be restarted to make the new setting effective. Accept the message by clicking on **OK**, close Outlook and restart the program.



In the future, when scheduling email, Outlook does not have to be running for email to me sent at the scheduled time.

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