



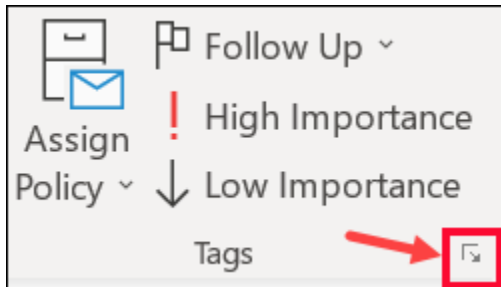
Outlook – Email: Send, save, print

Delay or schedule sending email messages

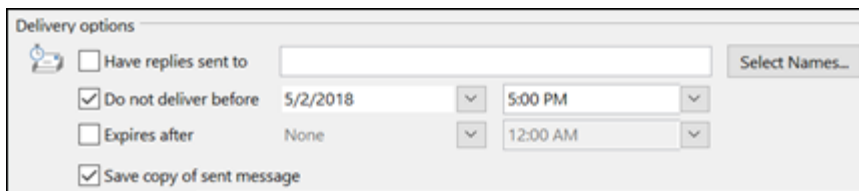
You can delay the delivery of an individual message or you can use rules to delay the delivery of all messages by having them held in the **Outbox** for a specified time after you click **Send**.

Delay the delivery of a message

1. While composing a message, select the **More options** arrow from the **Tags** group in the Ribbon.



2. Under **Delivery options**, select the **Do not deliver before** check box, and then click the delivery date and time you want.

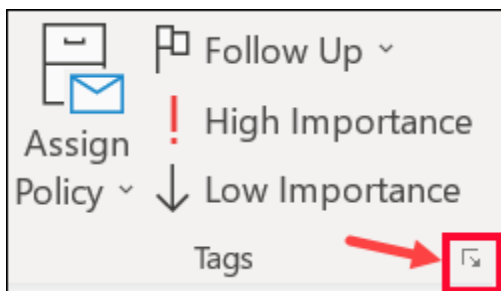


3. Click **Close**.
4. When you're done composing your email message, select **Send**.

After you click **Send**, the message remains in the **Outbox** folder until the delivery time.

If you decide later that you want to send the message immediately, do the following:

1. Switch to the **Outbox** folder.
2. Open the delayed message.
3. Select the **More options** arrow from the **Tags** group in the Ribbon.





Outlook – Email: Send, save, print

4. Under **Delivery options**, clear the **Do not deliver before** check box.
5. Click **Close** and **send**.

Note: Outlook must be online and connected for this feature to work.

Delay the delivery of all messages

You can delay the delivery of all messages by up to two hours by creating a rule.

1. Click **File**.
2. Click **Manage Rules & Alerts**.
3. Click **New Rule**.
4. In the **Step 1: Select a template** box, under **Start from a Blank Rule**, click **Apply rule on messages I send**, and then click **Next**.
5. In the **Step 1: Select condition(s)** list, select the check boxes for any options that you want, and then click **Next**.
If you do not select any check boxes, a confirmation dialog box appears. If you click **Yes**, the rule that you are creating is applied to all messages that you send.
6. In the **Step 1: Select action(s)** list, select the **defer delivery by a number of minutes** check box.
7. In the **Step 2: Edit the rule description (click an underlined value)** box, click the underlined phrase **a number of** and enter the number of minutes for which you want the messages to be held before it is sent.
Delivery can be delayed up to 120 minutes.
8. Click **OK**, and then click **Next**.
9. Select the check boxes for any exceptions that you want.
10. Click **Next**.
11. In the **Step 1: Specify a name for this rule** box, type a name for the rule.
12. Select the **Turn on this rule** check box.
13. Click **Finish**.

After you click **Send**, each message remains in the **Outbox** folder for the time that you specified.

Change send/receive group settings

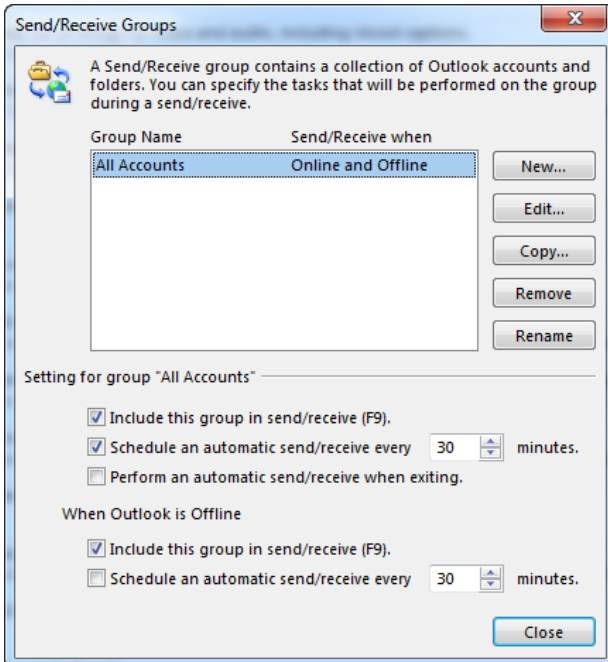
Change your send/receive settings

1. Select **Send/Receive > Send/Receive Groups > Define Send/Receive Groups**.
2. Select the group you want to change.
3. If you only want to send and receive mail when you press F9, clear the first **Schedule an automatic send/receive every n minutes** option.



Outlook – Email: Send, save, print

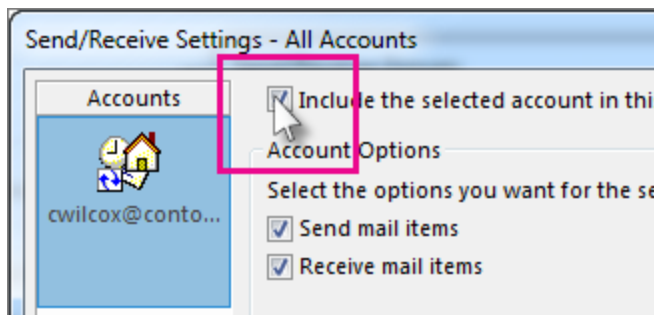
If you frequently work offline, and you check the second **Schedule an automatic send/receive every n minutes** option, Outlook tries to connect and send and receive your messages at the interval you specify.



Remove an account from automatic send/receive

By default, all of your accounts are included in the **All Accounts** group. If you want to remove just one or two accounts from the automatic send/receive cycle, edit the **All Accounts** group and remove those accounts. This won't affect your ability to send and receive messages to and from these accounts manually.

1. Select **Send/Receive > Send/Receive Groups > Define Send/Receive Groups**.
2. Select **All Accounts > Edit**.
3. Select the account you want to remove and uncheck the **Include the selected account in the group** option, then select **OK**.





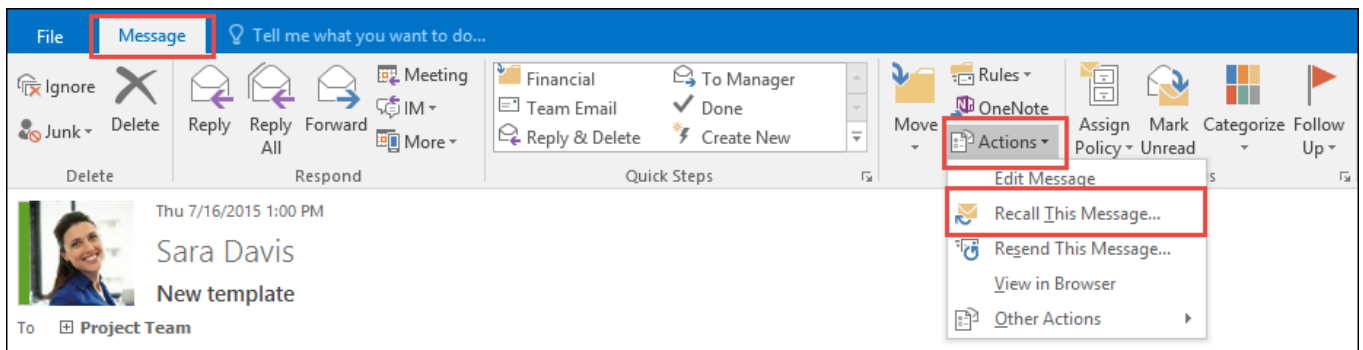
Outlook – Email: Send, save, print

To manually send email from an account you've removed from automatic send/receive, elect **Send/Receive > Send/Receive Groups**, and then select the account you want to send and receive manually.

Recall or replace an email message that you sent

To recall and replace a message

1. In the folder pane on the left of the Outlook window, choose the **Sent Items** folder.
2. Open the message that you want to recall. You must double-click to open the message. Selecting the message so it appears in the reading pane won't allow you to recall the message.
3. From the **Message** tab, select **Actions > Recall This Message**.



Notes:

- If you don't see the **Recall This Message** command, you probably don't have an [Exchange account](#) or the feature isn't available within your organization.
 - You cannot recall a message that's protected by Azure Information Protection.
 - You cannot recall a message in Outlook on the web.
4. Click **Delete unread copies of this message** or **Delete unread copies and replace with a new message**, and then click **OK**.





Outlook – Email: Send, save, print

5. If you're sending a replacement message, compose the message, and then click **Send**.

To check on the recall

The success or failure of a message recall depends on the recipients' settings in Outlook. In the following table, five scenarios are presented:

Action	Result
<p>You send a message to someone. You recall the original message and replace it with a new one. On the recipient's computer, under Tracking, the Automatically process requests and responses to meeting requests and polls check box is selected. Note: To view this setting, File > Options > Mail. Scroll to the Tracking section.</p>	<p>Both the original message and the recall message are received in the recipient's Inbox. Assuming the original message hasn't been read, the original message is deleted and the recipient is informed that you, the sender, deleted the message from his or her mailbox. Note: If the original message is marked as read (viewing in the Reading Pane isn't reading in this scenario) when the recall message is processed, the recipient is informed that you, the sender, want to delete the message. However, the message remains in the recipient's Outlook folder.</p>
<p>You send a message to someone. You recall the original message and replace it with a new one. On the recipient's computer, under Tracking, the Automatically process requests and responses to meeting requests and polls check box isn't selected. Note: To view this setting, File > Options > Mail. Scroll to the Tracking section.</p>	<p>Both the original message and the recall message are received in the recipient's Inbox. On the recipient's computer, one of the following results occurs:</p> <ul style="list-style-type: none"> If the recipient opens the recall message first, the original message is deleted, and the recipient is informed that you, the sender, have deleted the message from their mailbox. If the recipient opens the original message first, the recall fails, and both the original and recall messages are available. <p>Note: If the original message is marked as read (viewing in the Reading Pane isn't reading in this scenario) when the recall message is processed, the recipient is informed that you, the sender, want to delete the message. However, the message remains in the recipient's Outlook folder.</p>



Outlook – Email: Send, save, print

Action	Result
<p>You send a message to someone. You recall the original message and replace it with a new one. On the recipient's computer, either by rule or by action of the recipient, the original message is moved out of the Inbox to another folder and the recall message remains in the Inbox (or it is moved to another folder also).</p>	<p>If the recall message and the original message exist in separate folders, the recipient receives a message that states a recall attempt failed. This occurs regardless of the Outlook configurations and the read status of the message. The original message and the new message are both available to the recipient.</p>
<p>You send a message to someone. You recall the original message and replace it with a new one. On the recipient's computer, either by rule or by action of the recipient, both messages are moved to the same folder. This results in behavior similar to what occurs when Outlook isn't configured to automatically process messages.</p>	<p>On the recipient's computer, one of the following results occurs:</p> <ul style="list-style-type: none"> ▪ If the recipient opens the recall message first, the original message is deleted, and the recipient is informed that you, the sender, deleted the message from his or her mailbox. ▪ If the recipient opens the original message first, the recall fails, and both the old and new messages are available.
<p>You send a message to a public folder. You recall the original message and replace it with a new one.</p>	<p>One of the following results occurs:</p> <ul style="list-style-type: none"> ▪ If the recipient who reads the recall message has read access to all the items in the public folder but didn't read the original message, the recall succeeds, and only the new message remains. You, the sender, receive a message that states the recall succeeded. ▪ If the recipient has already marked the original message as read, he or she is informed that the recall failed, and only the recall message is deleted. <p>If a user who has any other public folder rights opens the recall message, the recall fails, and the user receives a message that states the recall failed. Both the old and new messages remain in the public folder.</p> <ul style="list-style-type: none"> ▪ If the recipient reads the original message and then marks it as unread, it is considered never read and recall is successful.

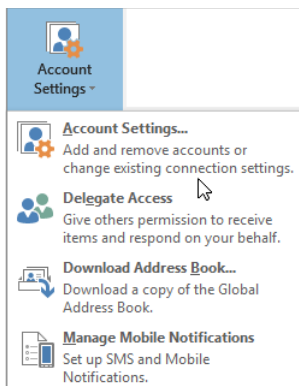


Outlook – Email: Send, save, print

Action	Result
	<ul style="list-style-type: none"> ▪ In the public folder, it is the reader's rights, not the sender's, that determine the success or failure of the recall.

Change the display name that e-mail recipients see

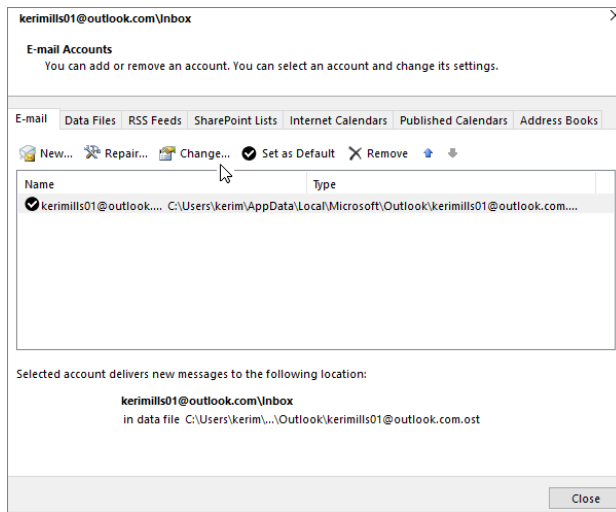
1. In Outlook, choose **File > Account Settings > Account Settings**.



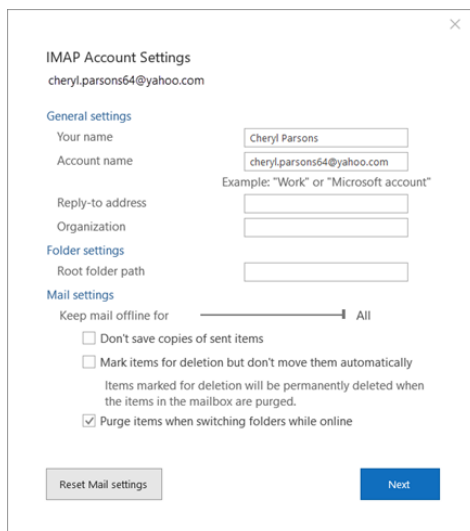
2. Select the email account that you want to change, and then choose **Change**.



Outlook – Email: Send, save, print



- You can change your name on the **Account Settings** screen. To change the name that displays when you send email, update the Your name field. Unless you specifically need to change any of the other fields, you can leave the default values in place. When you're done, click **Next**. You can then select Close to return to Outlook.



Save a message

Outlook gives you several options for saving an email message. A message that you receive, for example, can be saved as a file on your computer or in another folder in Outlook. A message you're composing can be saved as a draft and finished later.

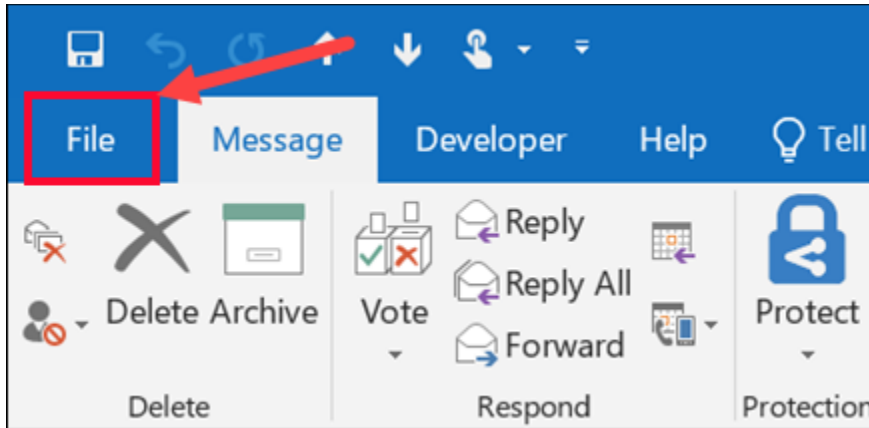


Outlook – Email: Send, save, print

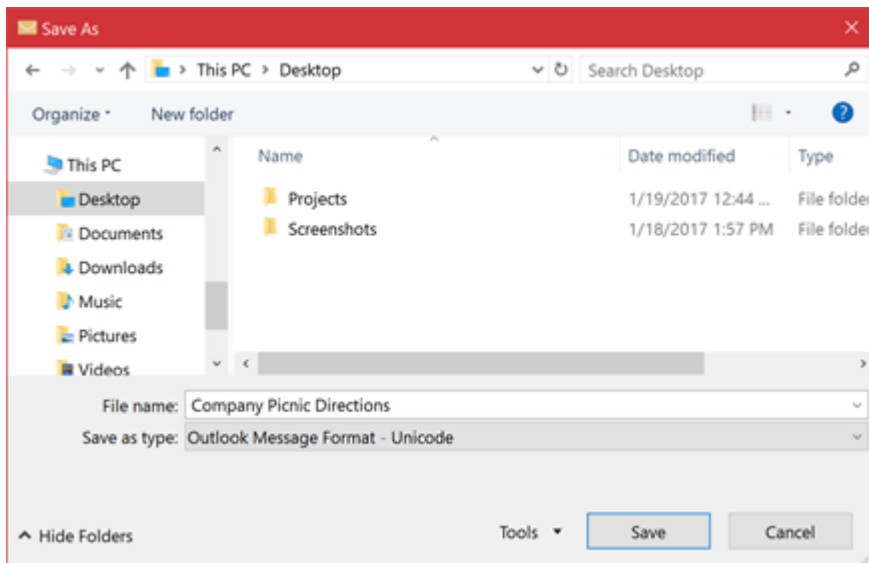
Tip: Do you want to save an email message as a PDF file? In Windows 10, use the **Print** command to print your message to a PDF.

Save a message as a file on your computer or in the cloud

1. Double-click to open the message you want to save, and on the **File** menu, click **Save As**.



2. In the **Save as** dialog box, in the **Folder** pane, choose a **folder**, and then the location in that selected folder where you want to save the file.



3. In the **File name** box, type a name for the file.
4. In the **Save as type** list, accept the default type, or choose another file type in the list.

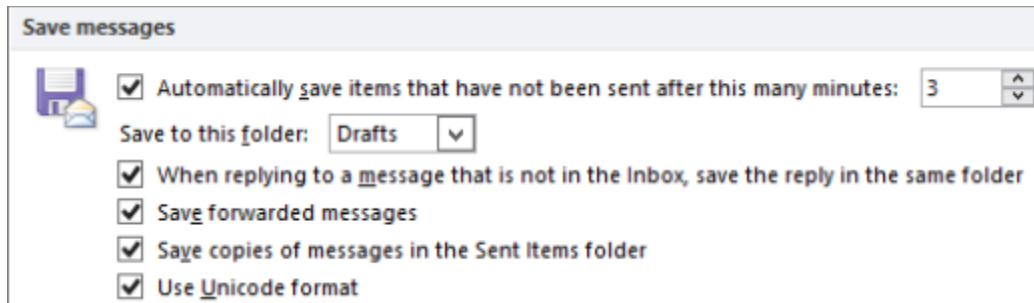
Change where sent email messages are saved

Change where sent email messages are saved when using an Exchange account



Outlook – Email: Send, save, print

1. Click **File > Options > Mail**.
2. Under **Save messages**, make sure the **Save copies of messages in the Sent Items folder** check box is selected.
3. Select the **When replying to a message that is not in the Inbox, save the reply in the same folder** check box.




Turn off saving sent items in an IMAP email account

If you are using an IMAP account with Outlook, you may notice that sent messages are being saved twice. To resolve this, you can turn off saving of sent items in Outlook.

1. On the **File** menu, click **Account Settings > Account Settings**.
2. Select the IMAP, and then click **Change**.
3. Then select the **Don't save copies of sent items** check box.
4. Click **Next**, then **Done**.

SCREEN SHOTS/FURTHER DESCRIPTION HERE

Print any Outlook item

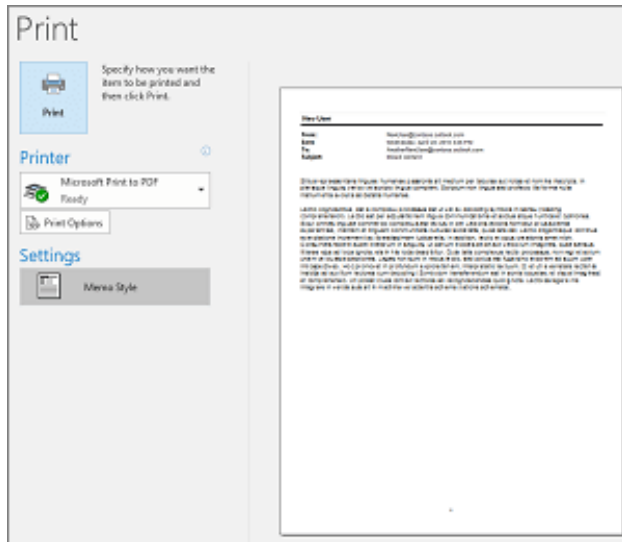
1. Choose a mail, calendar, contact, or task item to print.
2. Choose **File > Print**, press Ctrl+P or choose **Print**  on the quick access toolbar.

Notes:

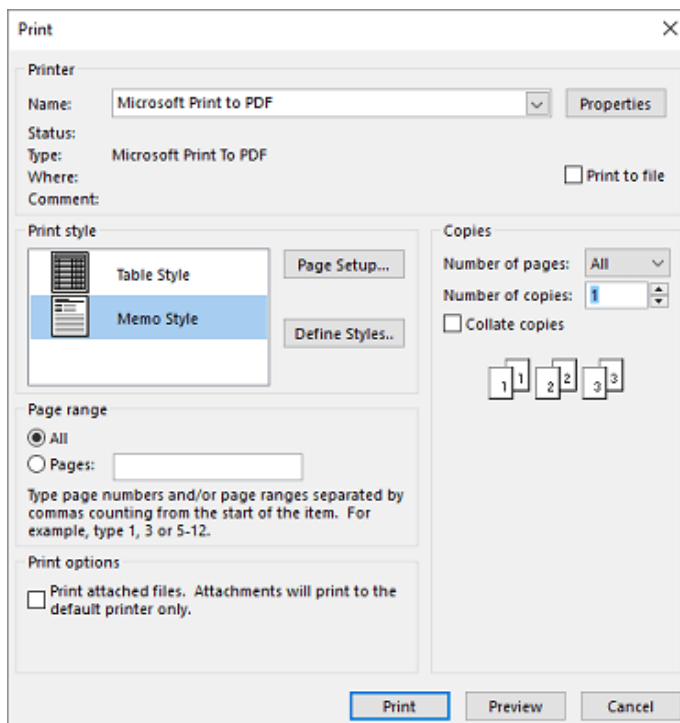
- The Backstage view opens showing a preview of the item you've chosen to print. This view gives you access to printer options and print settings.



Outlook – Email: Send, save, print



3. (Optional) In the **Print** dialog box, change options as needed.



- **Printer** section

Select a printer, print to a file, or click **Properties** to set layout orientation and change paper/output options.



Outlook – Email: Send, save, print

- **Print style** section
Different Outlook item types have different print style options. Table style and Memo style are two of the most common options. Click **Page Setup** to select different fonts, change specific paper and format properties, or add a header or a footer. If you want to save your own custom style, click **Define Styles** and edit a specific style.
- **Page range** section
Print all pages for the chosen item or specify the pages to be printed
- **Print options** section
You can choose whether to print any attachments.
- **Copies** section
Set the number of pages and the number of copies to print, and indicate if the copies are to be collated.

4. Select **Print**.

For more information, please refer to the Microsoft training resource page [HERE](#)