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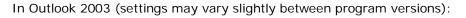*Innovative software solutions you can trust*

Technology Tip
July 2008

The Two Minute Delay That Could Save Your Life:
Part Two

In the April newsletter, we shared information on how to activate the Outlook feature that will (thankfully) delay the sending of email messages for a specified amount of time, i.e., 2 minutes. This month, we thought you might want to know how to temporarily override this feature so you can send urgent messages immediately.

In Outlook 2003 (settings may vary slightly between program versions):

- ✓ BEFORE you click "New Message", from the top menu, select
- ✓ Tools
- ✓ Rules & Alerts
- ✓ Find the "Delay Sending" rule. It will appear as something like, "1 Minute Delay" (or whatever you called it when you created it)
- ✓ Click the checked box to the left to "uncheck" it
- ✓ You've now turned the rule off
- ✓ Click Apply
- ✓ Click OK
- ✓ Once you've composed and sent your email, follow the same instructions to turn the Delay Sending feature on again.

 Simplicity rules!

This Technology Tip was proudly provided by the award-winning folks at WaudWare, creators of the Produce Inventory Control System - **PICS** and **WebPICS**.   905.846.9737   www.waudware.com