WaudWare

Innovative software solutions you can trust

Technology Tip
April 2008

The Two Minute Delay That Could Save Your Life!

Ever sent an email that you wish you hadn't? Or forgotten to "attach" the attachment? Use this Outlook tip to delay the sending of outgoing 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 (settings may vary slightly between different versions of Outlook):

> ► 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 (suggest 2) – Click Okay
>
> ► Click Next
>
> ► Click Next again
>
> ► Give the rule a name (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", retrieve your message, and breathe a sigh of relief – because it's still there!

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