

MESSAGE SEND LATER

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Click on the blue, underlined text to go to its linked reference.



1. In Outlook Express, create a message.

2. From the MenuBar, select File > Send later (Figure 1).

3. IF you get a “Send Mail” message, left-click on “Don’t show me this again” and left-click on “OK” button (Figure 2).

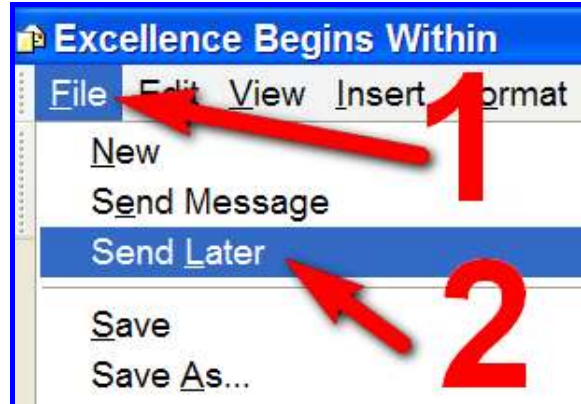


Figure 1



Figure 2

4. Touch the Enter key, on your keyboard — or click on “OK” button — to confirm saving to Outbox.

5. The email will stay there as long as you remain in Outlook Express or until the period you specify in “Check for new messages every _ minutes” in the “General” tab of Tools > Options (Figure 3) .

However, if you exit and re-enter your Outlook Express, all messages in the Outbox will be sent because that is the same as clicking the “Send/Receive” button on the ToolBar.

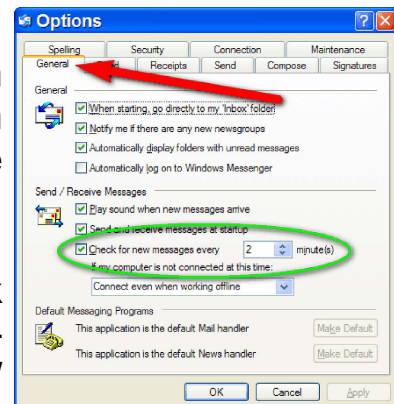


Figure 3