

Have you ever sent an email in error? I sure have!



When We Send Our Email In Haste!!!

Welcome to 2016....it is hard to believe that we are already a month into the year it seems that the older I get the quicker time flies by....in this month's e@rticle I would like to look at an issue that has bugged me in the past.

I don't know about you but have you ever hit that send button only to realise with that horrible sinking feeling that you should not have done

that? The "OH MY GOD" moment!!! The "BUGGER IT" moment!!! I'm sure you know what I mean, if only we could call the email back some way. You could try and recall it but that doesn't stop it from being sent and only requests that it be recalled, so not much use I'm afraid.

How to delay the email from being sent

What I have done with my emails is set up a 5 minute buffer to delay the send of the email. This gives me a chance to re-open and edit the message if required. I can tell you I have used this function many times....just the other day I sent a proposal to a client and I had spent quite a lot of time ensuring that the wording was great in the body of the email only to forget to attach one of the word documents (Doh). Saved by my 5 minute delay I quickly added the missing document, re-sent, and all was good.

Call to action

For Microsoft Outlook [™] users you can set this up by following the steps below: (Sorry Lotus Notes[™] users you cannot do this yet)

Delay the delivery of all messages

1. Click the **File** tab.
2. Click **Manage Rules and 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**. (for Outlook 2013 click next again)

A confirmation dialog box appears. If you click **Yes**, the rule that you are creating is applied to all messages that you send.

1. In the **Step 1: Select action(s)** list, select the **defer delivery by a number of minutes** check box it is at the bottom.
2. 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 sending.

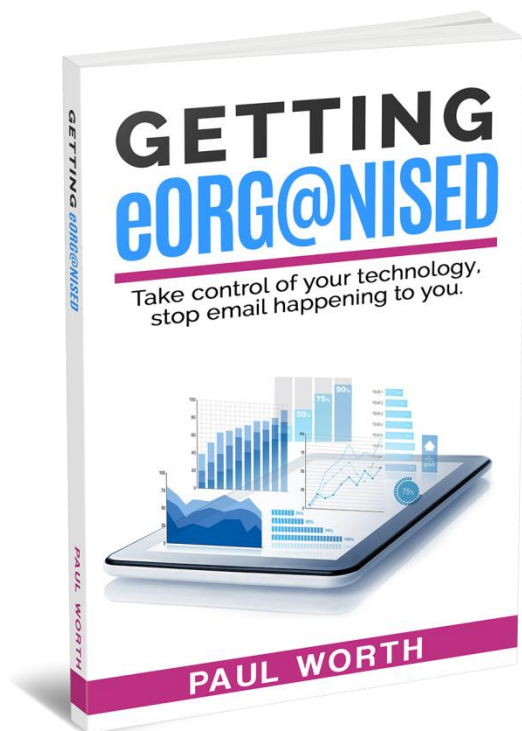
Delivery can be delayed up to 120 minutes however I find that 5 minutes is good for me.

1. Click **OK**, and then click **Next**.

2. Select the check boxes for any exceptions that you want.
3. Click **Next**.
4. In the **Step 1: Specify a name for this rule** box, type a name for the rule.
5. Select the **Turn on this rule** check box.
6. Click **Finish**.

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

I hope that this will help you to be more in control of your emails and prevent you from having to re-send emails that were sent in haste.



He is an author of "*GETTING eORG@NISED: Take control of your technology, stop email happening to you*".

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