
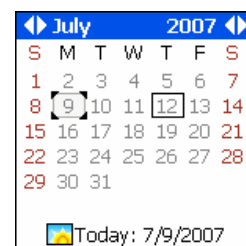
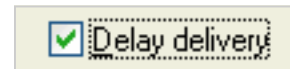
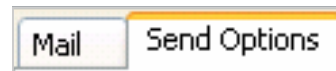



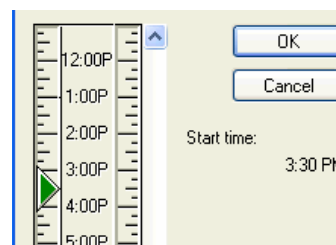
GroupWise allows you to delay the delivery of an e-mail message. For instance, you may need to send a message at a time when you are out of the office and do not have access to GroupWise resources. The **Delay Delivery** feature lets you specify when a message is released for delivery.

To set a message for Delayed delivery:

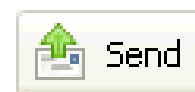
- Open a new mail message and select the **Send Options** tab. This may be done before or after you compose your message.
- Check the **Delay delivery** check box.
- You may specify the delivery date by:
  - Designating the number of days of delay in the **For X days** field,
  - OR**
  - Manually typing the date in the **Until** field.
  - OR**
  - Clicking the  *Calendar* button in the *Until* field, then selecting the desired date on the popup calendar that appears.



- You may also specify the delivery time by:
  - Manually typing the time into **Until** field.
  - OR**
  - Clicking the  *Clock* button, then selecting the time by dragging the **Green** triangle in the *Time Input* window.



- After setting the delivery time, click **Send** to schedule the message.



**Note:** After you send your *Delayed delivery* message is scheduled, you may edit it before it is delivered; however, you will need to reset the *Delayed delivery* schedule before it is sent.