

File your messages before you send them:

1. Prepare a new message.
2. Click the Options Tab.
3. Select Save Sent Message To (the box must be checked).
4. Click Browse.
5. Click the Folder to place the current message in.
6. Click OK.

Deliver messages with large attachments later

Use the Do Not Deliver Before option (Options Tab in Message window) to delay the transmission of large messages at non-peak times.

To delay message delivery:

1. Prepare a new message.
2. Click the Options Tab.
3. Select Do Not Deliver Before radio button.
4. Select the Date.
5. Enter the time manually once date has been selected.
6. Complete and send the message.

Let others know when you are absent from the office by using Outlook's Out of Office Assistant

When you are absent from the office and wish to let others know who will be replacing you, activate the Out of Office Assistant.

To activate the Out of Office Assistant:

1. From the Tools menu, choose Out of Office Assistant.
2. Select I am Currently Out of the Office.
3. Type a message informing senders you will be out of the office, your replacement, etc.
4. Click OK.
5. Exit Outlook.