

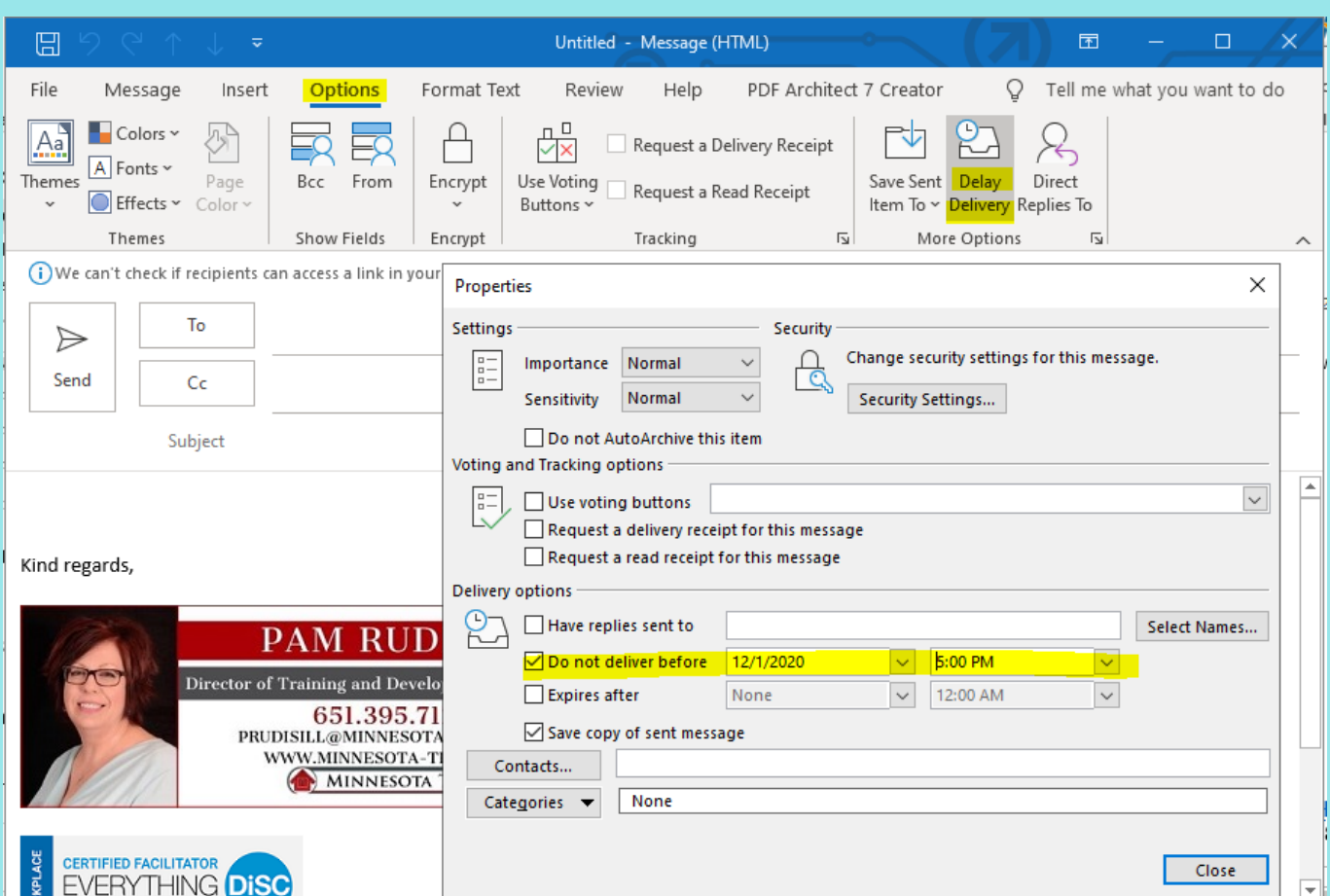
Tip of the week!



Outlook Options

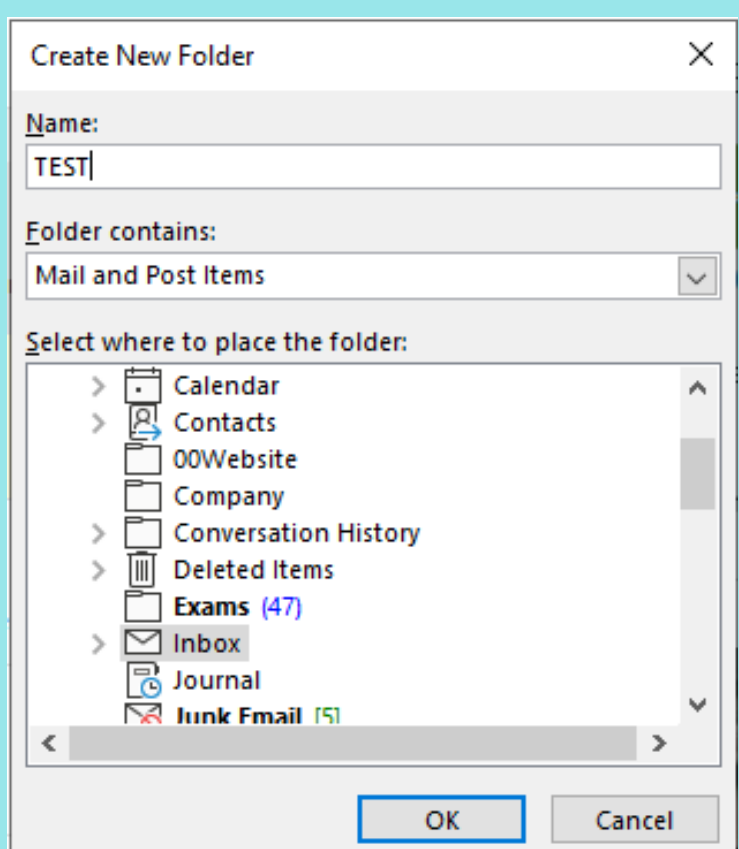
WRITE NOW, SEND LATER

Compose your message but **DO NOT HIT SEND**. Got to the Outlook ribbon and choose the **Options** tab. Click on **Delay Delivery**. In the **Delivery Options** section of the new dialog box, click the checkbox to the left of **Do not deliver before**. Use the dropdown menus to select the date and time to deliver your message. Click **Close**. Go back to your original message and click **Send**.



FILE EMAILS FOR LATER READING

Create a new folder in Outlook – Ctrl + Shift + E. Next, set up your filing rules. Find a message you would like to move into your folder to read later. Right-click it, select "Rules." Then, choose "Always Move Messages from." Choose your new folder. Continue this process until you have created a new rule for each sender whose messages you wish to move.



If you have questions or tip requests, please email prudisill@minnesota-title.com. Thank you.