# GROUPWISE DELAYED EMAIL DELIVERY

If you need to send an email message at a specific time, instead of writing reminders you can set the message delivery time in GroupWise using Delayed Delivery.

DELAY DELIVERY ON ONE ITEM

The instructions below will delay delivery on only the item you are working on:

1. Open the item for which you wish to delay delivery.
2. Click the **Send Options** tab and make sure the **General** options are displayed.
3. Check the **Delay delivery** box.
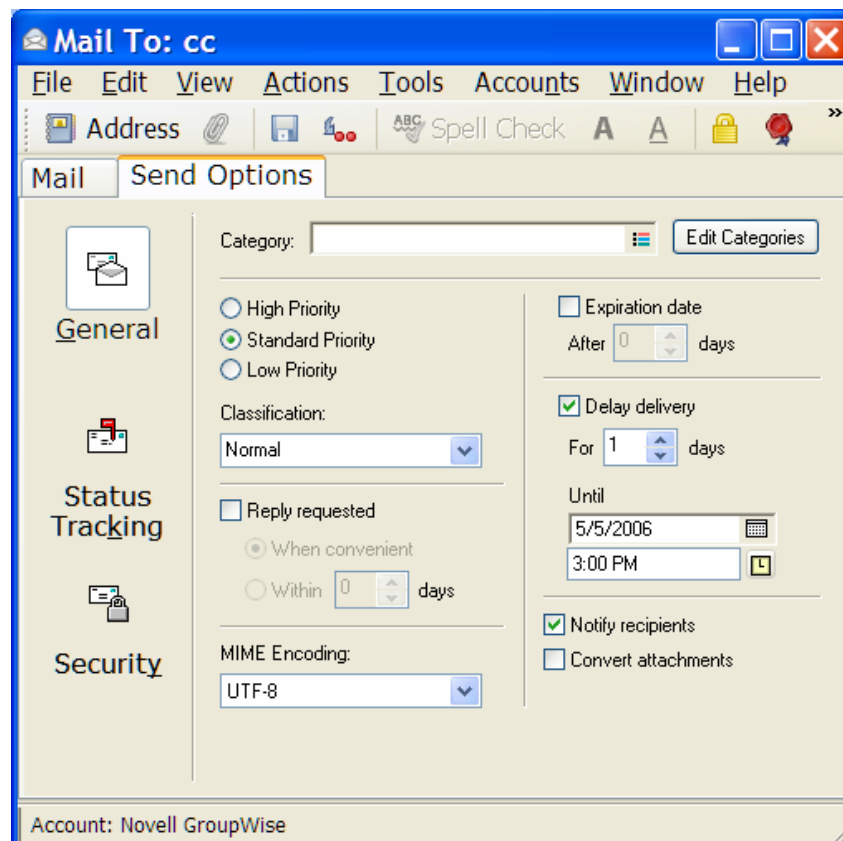
4. Enter the number of days to delay or a specific date and time when you want to deliver the message.
5. Click **Send**.
6. Your message will transfer to the **Sent Items** folder and remain unsent until the day and time you specified.

DELAY DELIVERY ON ALL ITEMS

If you need to send several items while you are away, you can configure GroupWise to delay delivery on all the items you send using the following steps:

1. Select Tools > Options
2. Double-click **Send**
3. Check the **Delay Delivery** box
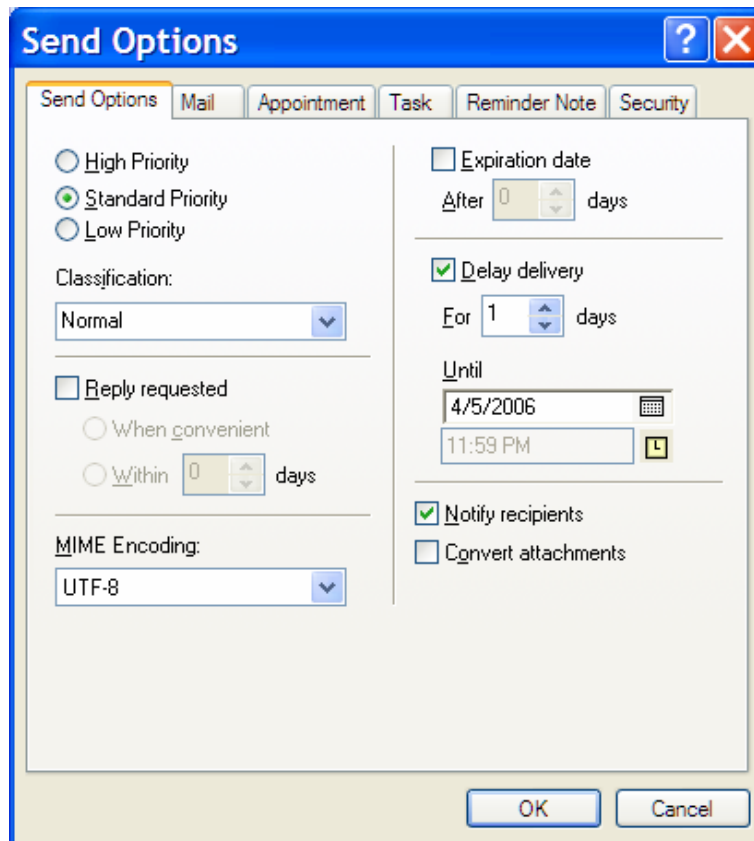
4. **Enter the number of days** to delay or the specific delay date in the text boxes.

   NOTE: you cannot choose a specific time to send all messages.

5. Click **OK**