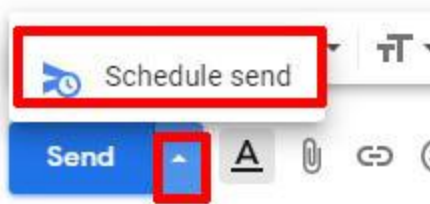
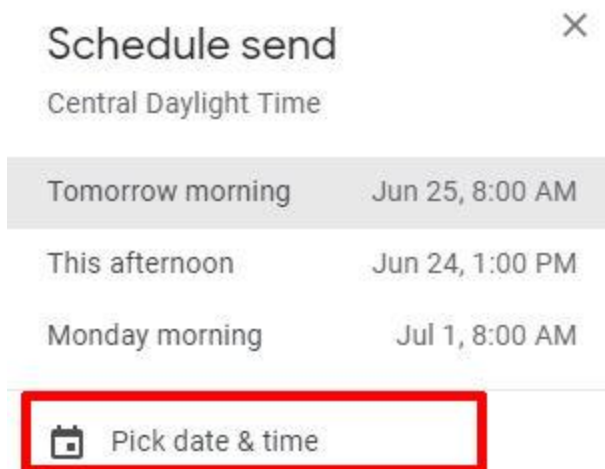


Scheduling E-Mail for Future Delivery

1. Type your e-mail as you normally would. Be sure you have filled in the To: field.
2. Instead of clicking Send, click on the little triangle next to Send ... choose Schedule Send. (Note that depending on your web browser, Schedule Send may show up near the top of your screen.)



3. Click on Pick Date & Time.



4. Specify the date and time you want your e-mail to be delivered. Click Schedule Send.