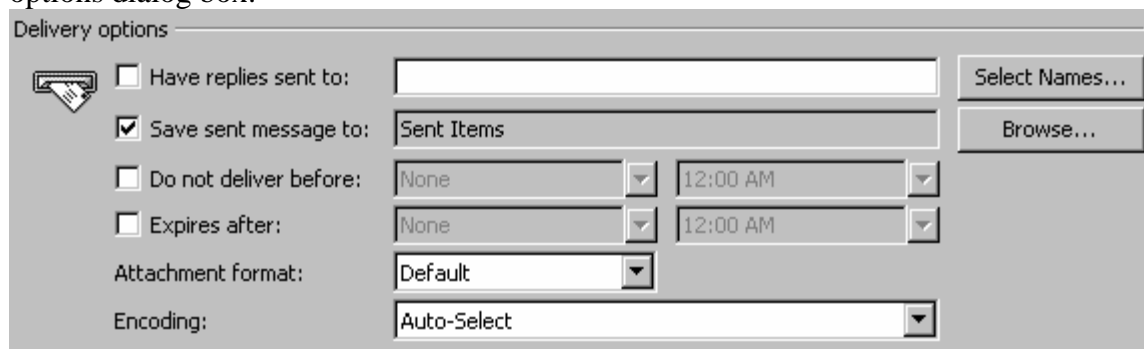


## Delivery Options

Delivery options allow you to change the way the message is delivered. See below for the delivery options dialog box:



Delivery options include settings that:

- Specify that replies be sent somewhere other than to the sender of the message.
- Save copies of messages in a location other than the default, the Sent Items folders, or not save them at all.
- Delay delivery of the message until a specified date or time. The message is stored in the Outbox until it is delivered.
- Have the message expire after a specified date or time. After the expiration date, if the message has not been opened yet, it is deleted. If the message has been opened, it is crossed out.

### To modify delivery options

1. Open a new message form.
2. Click the **Options** button to open the dialog box.
3. If you want replies to this message, to go to someone, specify who replies should be sent to:
  - a. In the **Delivery Options** section, check **Have Replies Sent To**.
  - b. Click **Select Names**.
  - c. In the **Have Replies Sent To** box, double-click the names.
  - d. Click **OK** to close the dialog box.
4. If necessary, specify where sent message are to be saved:
  - To save copies of sent messages in the **Sent Items Folder**, check the **Save Sent Messages To** check box (this is the default).
  - To save copies, somewhere other than the **Sent Items Folder**, click the **Browse** button, select the folder, and click **OK**.
  - If you don't want to keep copies of the messages you send, uncheck the **Save Sent Messages To** check box.
5. If you don't want the message delivered immediately, specify a delivery date and time:
  - a. In the **Delivery Options** section, check **Do Not Deliver Before**.
  - b. Click the drop-down arrow to the right of the date text box to display the calendar, and select the desired delivery date.
  - c. From the time drop-down list box, select the deliver time.
6. If you want the message to expire on a specific date and time, set an expiration date and time:
  - a. In the **Delivery Options** section, check **Expires After**.
  - b. Click the drop-down arrow to the right of the date text box to display the calendar, and select the desired delivery date.
  - c. From the time drop-down list box, select the delivery time.
7. Click **Close** to set the delivery options and close the dialog box.