

# OUTLOOK 2010

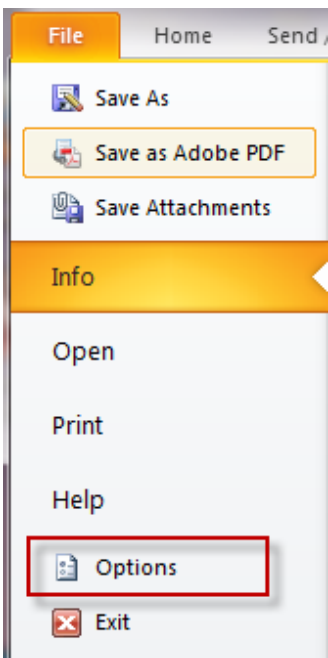
## Instructional Steps

### Do not send mail immediately

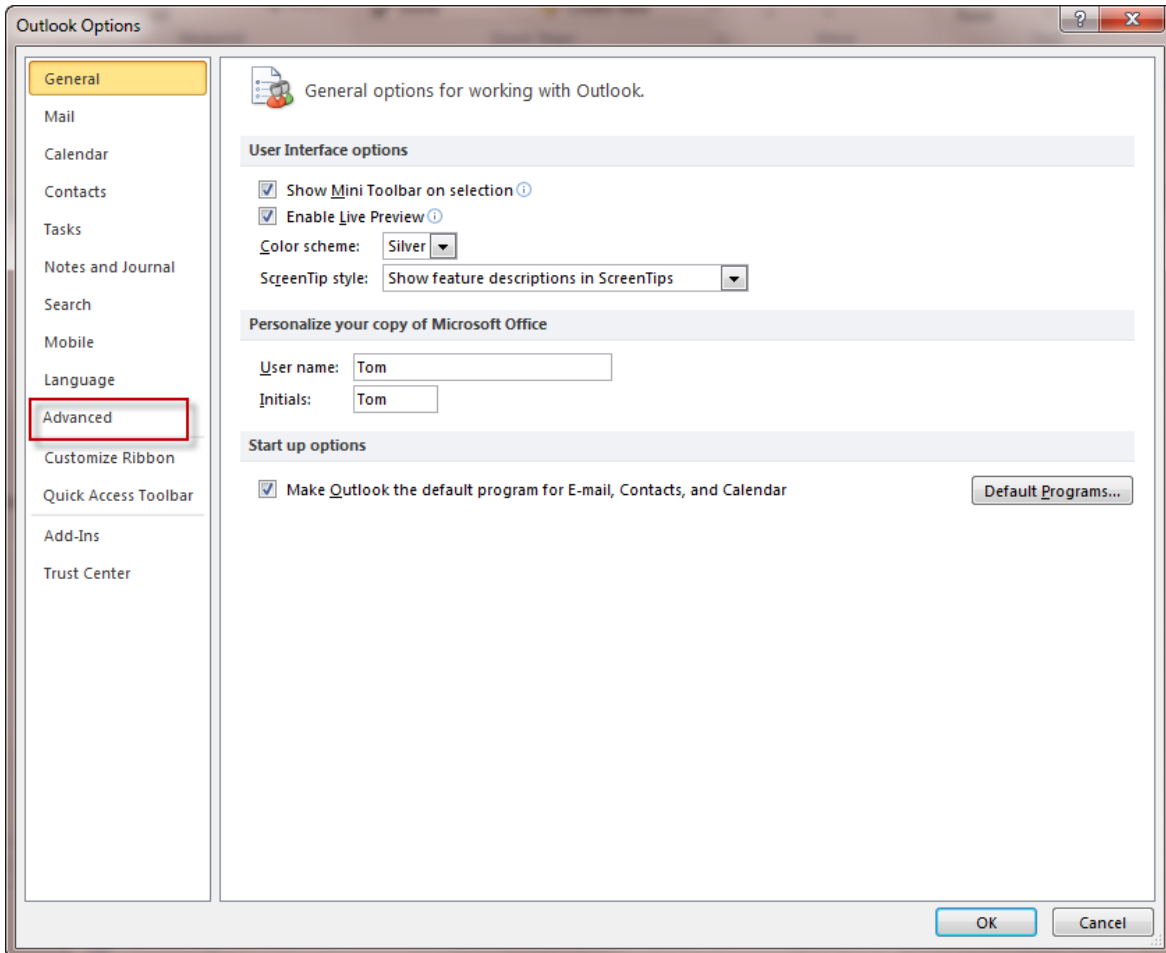
1. Click "File"



2. Click "Options"



4. Click the "Advanced" options.



6. Scroll down to the "send and receive" and remove the check mark that is in the box for "Send Immediately When Connected".

7. Click "OK"

