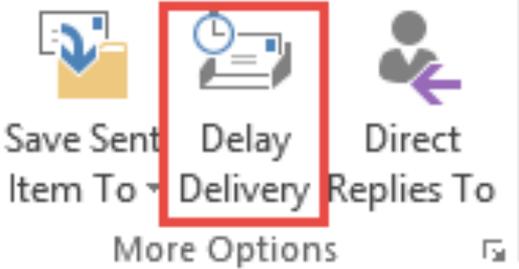




## How to show that an e-mail expires in Outlook

| What are you going to do?                 | How to do it?  | Where is it?  |
|---|--|---|
| <p><b>Show that an e-mail expires</b></p> | <p>Create a new e-mail.</p> <p>Click <b>Delay Delivery</b> on the <b>SETTINGS</b> tab.</p> <p>The dialog box <b>Properties</b> opens.</p> <p>Select <b>Delivery</b> options and fill in a check mark at <b>Expires after...</b>, select date and time.</p> <p>Click <b>OK</b> to close the dialog box.</p> |  <p>The screenshot shows the Outlook ribbon with the 'Delay Delivery' button highlighted by a red rectangle. Below it is a screenshot of the 'Delivery options' dialog box. In this dialog, the 'Expires after' checkbox is checked, and the date '14-08' and time '17:00' are selected, both highlighted with a red rectangle.</p> |

