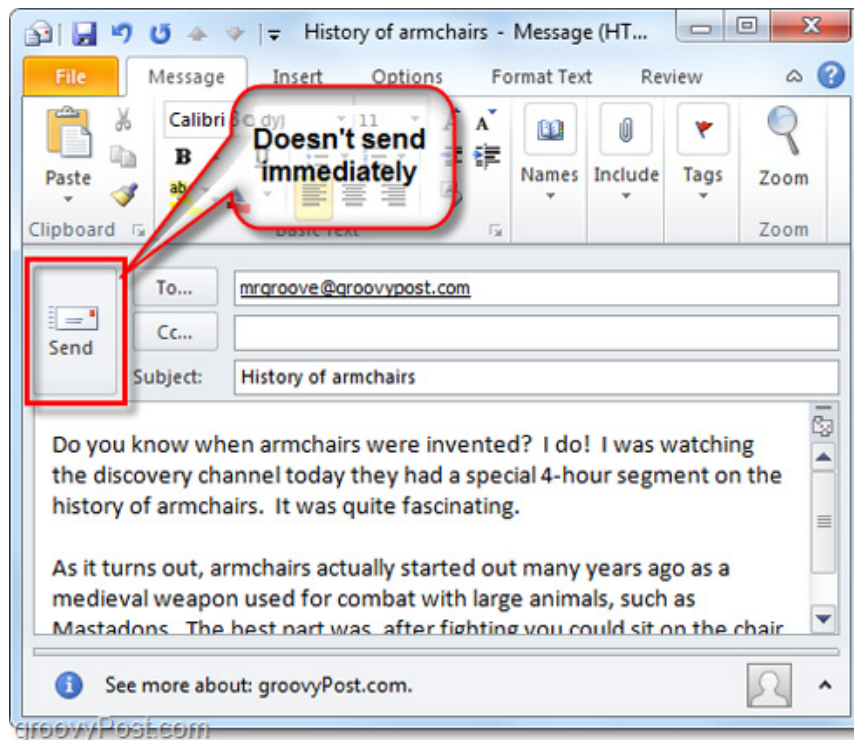


Set automatic email sending and receiving mode in Outlook 2010

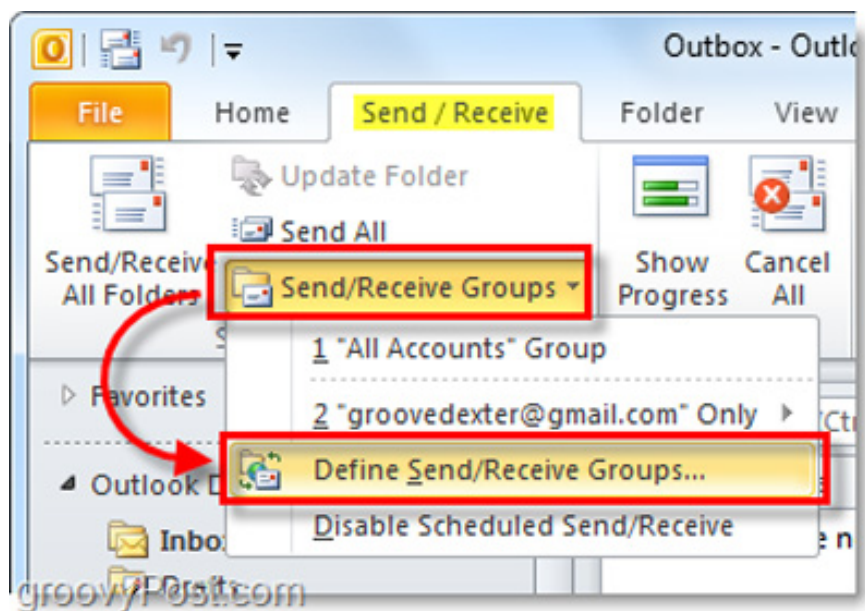
In the following article, we will cover some basic steps to set up automatic mail sending and receiving in Microsoft Outlook 2010. In essence, the program will not send or receive email even though the user has already press the Send button after editing, until they use Send / Receive ...

QuanTriMang - In the following article, we will cover some basic steps to set up automatic mail sending and receiving in Microsoft Outlook 2010. In essence, the program will not send or receive emails even though people Use the Send button after editing, until they use the *Send / Receive* function.

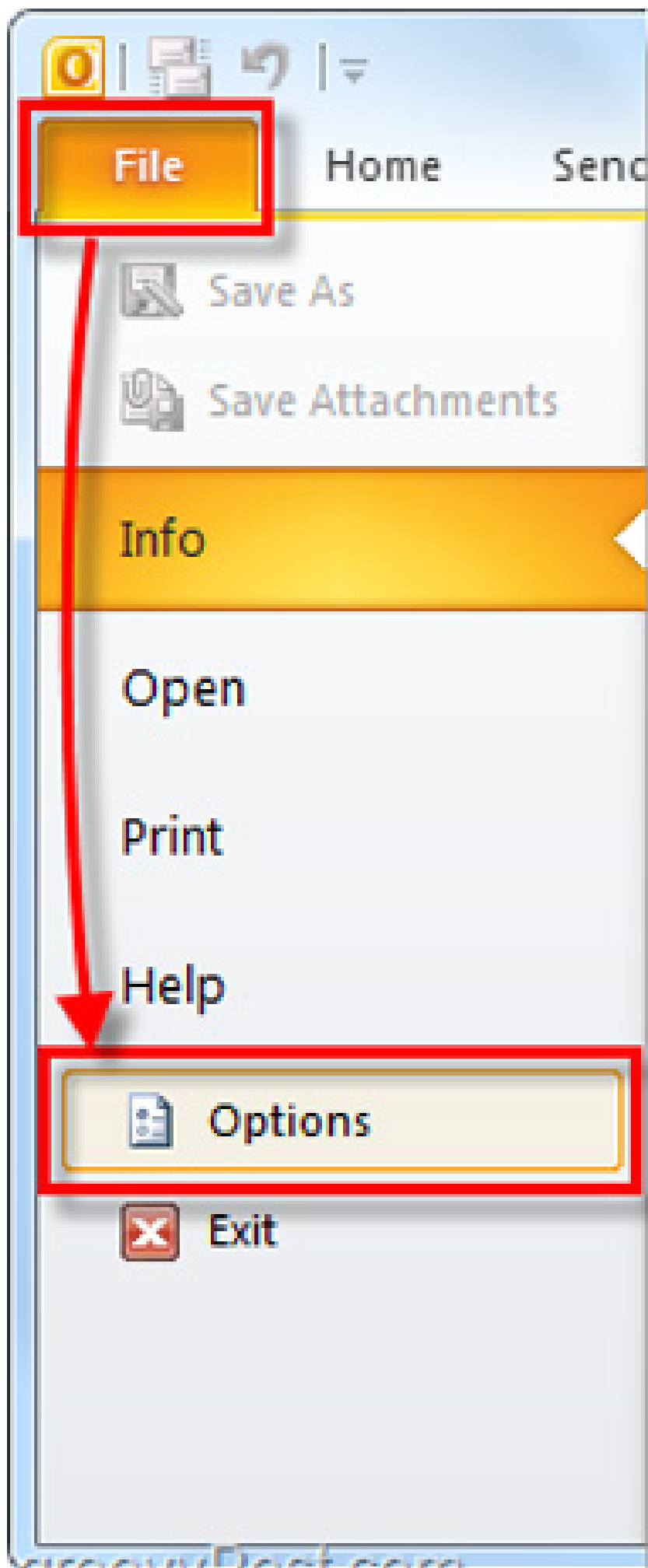


By default the actual process of sending and receiving email will take place within 30 minutes

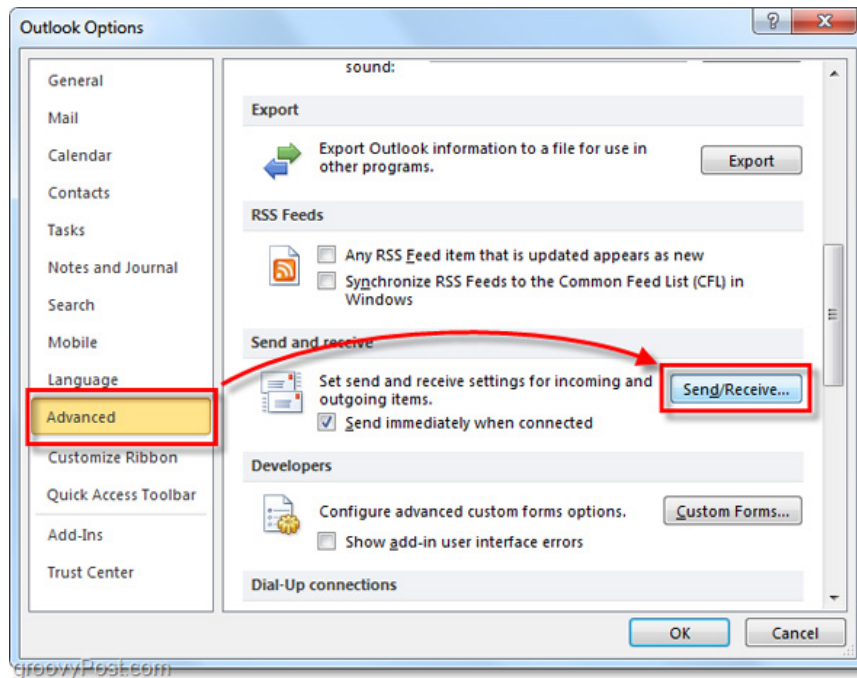
At the *Send / Receive Groups* button, click the arrow icon and select *Define Send / Receive Groups ..*



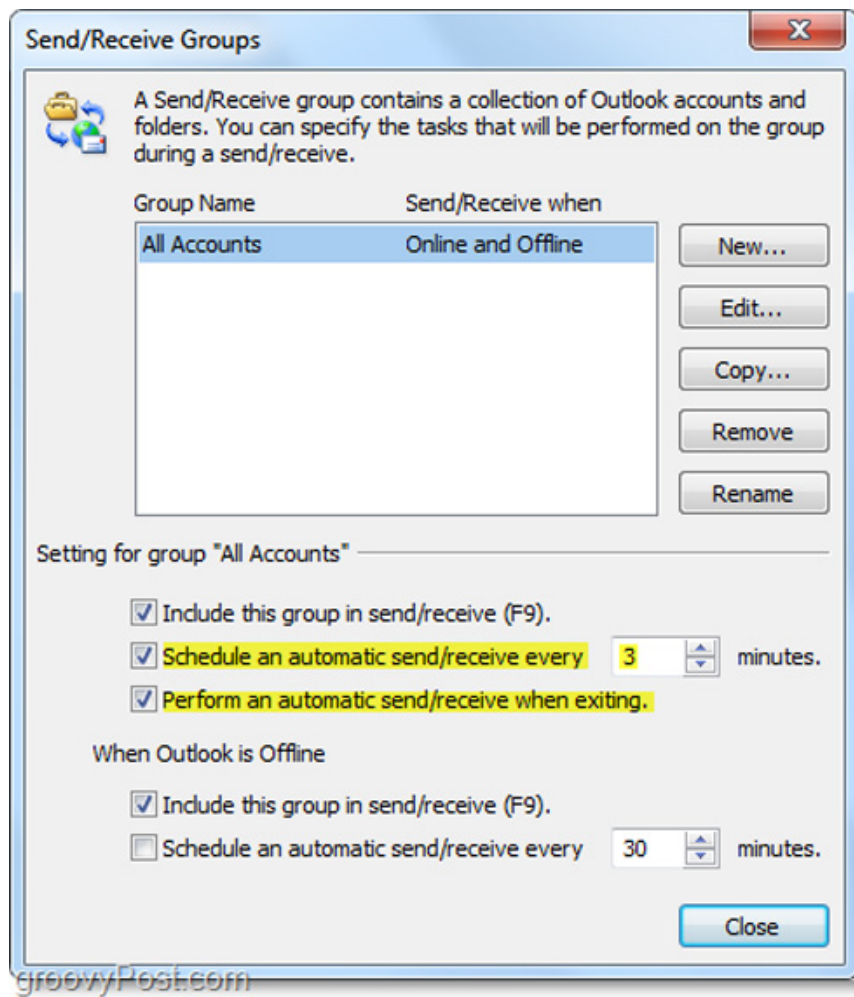
Or go to the *Options* menu (*File > Options*) :



Here, you select *Advanced*> *Send / Receive* .:



Here, we will proceed to edit some parameters to suit the requirements. As mentioned above, the automatic time for Outlook to send and receive the default email is 30 minutes, it is best to switch back about 5 - 10 minutes, another point to note is selecting *Perform an automatic send / receive when exiting* , you can safely turn off Outlook without worrying about whether the email has been sent:



Good luck!

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