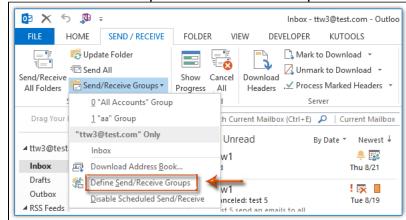
## How do I change the time interval that Outlook automatically checks or sends email?

## Q: How do I change the time interval that Outlook automatically checks or sends email?

## Answer

Microsoft Outlook always automatically schedules a send/receive every 30 minutes. However, the default send/receive interval may not meet some Outlook users' need, for example they may require Microsoft Outlook scheduling automatically send/receive every 10 minutes, or every hour, etc.

The following steps will walk you through adjusting automatic send/receive time or interval in Microsoft Outlook.



1. Click the Send/Receive Groups > Define Send/Receive Groups on the Send / Receive tab.

- 2. In the Send/Receive Groups dialog box,
  - a. Click to highlight the send/receive group that you will change its automatic send/receive interval in the group list;
  - b. Make sure the option of Schedule an automatic send/receive every x minutes is checked, and enter your required send/receive interval time in the box in this option. For example, if you need Microsoft Outlook scheduling automatic send/receive every hour, just enter 60 in the box.
  - c. It's optional to check the option of Schedule an automatic send/receive every x minutes in the When Outlook is Offline section, and enter a send/receive interval time in the box.

Send/Receive Groups				
2	A Send/Receive group contains a collection of Outlook accounts and folders. You can specify the tasks that will be performed on the group during a send/receive.			
	Group Name Send/Receive when			
	All Accounts	Online and Offlin	e	New
	aa	Online and Offlin	e	Edit
				Сору
				Remove
				Rename
Setting for group "All Accounts"				
✓ Include this group in send/receive (F9).				
Schedule an automatic send/receive every 30 🚖 minutes.				
Perform an automatic send/receive when exiting.				
When Outlook is Offline				
✓ Include this group in send/receive (F9).				
	Schedule an auton	natic send/receive every	30	🔹 minutes.
				Close

3. Click the **Close** button to exit this dialog box.

Result: From now on, Microsoft Outlook will schedule send/receive for specified send/receive group at specified interval time automatically