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

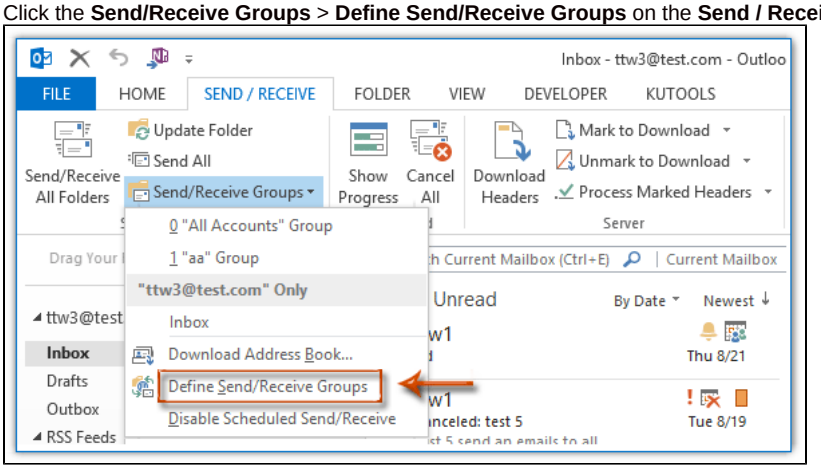
Q: How do I change the time interval that Outlook automatically checks or sends email?

Answer

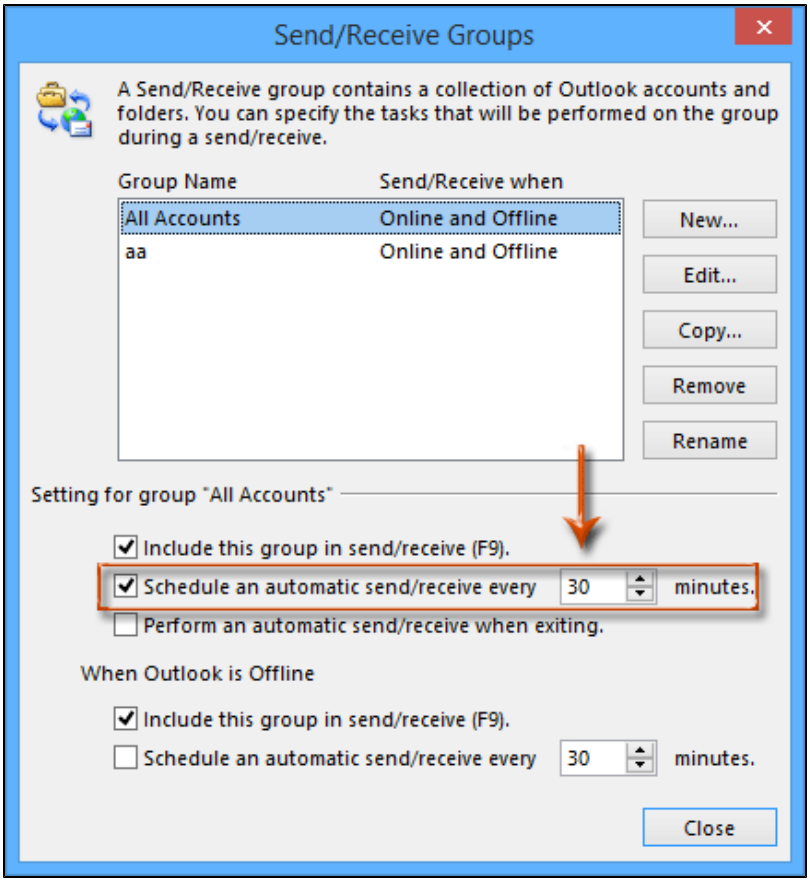
Microsoft Outlook always automatically schedules a send/receive every 30 minutes. However, the default send/receive interval may not meet some Outlook users' need, for example they may require Microsoft Outlook scheduling automatically send/receive every 10 minutes, or every hour, etc.

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.



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