**How To Prevent Outlook From Closing Accidentally?**

<https://www.extendoffice.com/documents/outlook/1832-outlook-prevent-from-closing.html>

When using Outlook, you might have accidentally closed Outlook by clicking the Close button or the exit button. When clicking on these two buttons, Outlook will close immediately without any prompt. So you need to reopen the Outlook application. When restarting, it might take long time to update all information if there are huge of items existing in Outlook. You must don’t like your work to be interrupted by this way. A good method for preventing Outlook from closing accidentally is to pop up a prompt box when clicking the Close or Exit button. This article will show you a trick of how to pop up a prompt box while clicking the Close button.

**Prevent Outlook From Closing Accidentally**

Using unsent method to prevent Outlook from closing accidentally, please do as follows.

1. Create a new email message by clicking **New Email** under **Home** tab.

2. In the **Message** window, please do as follows:

1). In the **To** field, please type in your own email address;

2). Type the email subject in the **Subject** field.

3. Then click **File** > **Info** > **Properties**. See screenshot:

4. In the **Properties** dialog box, go to the **Delivery options** section. Check the **Do not deliver before** box, and select a future deliver date and time (a year or longer as you need). Then click the **Close** button.

5. When it returns to the **Message** window, please click the **Send** button to send this email.

6. From now on, when you click the **Close** button or the **Exit** button in Outlook, a prompt box will pop up to remind you of you unsent message in the Outbox.

If you really want to close the Outlook, please click the **Exit Without Sending** button;

If that’s your accidentally closing, please click the **Don’t Exit** button.

**Notes**:

1. When the delivery date is reaching, the email will be send automatically from the Outbox.

2. If you still need the prompt when closing Outlook, please create a new message with the above method again.

3. This method is applied to Outlook 2010 and 2013, and not take effect for outlook 2007.