

Untitled – Message Ribbon-Message Tab

Tasks such as formatting message text, attaching items to a message, and specifying the importance of a message can be performed using this ribbon. The table below provides a listing of the groups and buttons on the Message Tab of this ribbon. A description of each button is also provided.



Group/Button	Description
Clipboard Group	
Paste	When items have been added to the clipboard, this button is used to insert the items into the message text area. The clipboard is a storage device for items that have been either copied or cut from document text.
Cut	To remove an item from a message or other document and add it to the clipboard, click this button.
Copy	Use this button to make a copy of text, a picture, or other item and store it on the clipboard. The item can then be pasted back into the same message or into another message.
Format Painter	This button is used to copy formatting of selected text to another text area in a message.
Basic Text Group	
Font Type	Click the list arrow for this option to change the font type for selected text in a message. A list of different font types will display when this button is selected.
Font Size	To change the size of selected text in a message, click this button.
Increase Font Size	This button is used to increase the size of the font by one or two point increments. Click the button until the desired size is reached.
Decrease Font Size	Use this button to decrease the size of the font by one or two point increments. Each time the button is clicked, the font will decrease in size.
Bullets	To insert a list of unordered items into a message, click this button. This is a toggle button that when clicked inserts bullets or removes bullets from selected text.

Group/Button	Description
Numbering	This button should be used when an ordered list of information is being added to the message. This is another toggle button that when clicked switches between creating a numbered list and removing the numbers from the list.
Clear Formatting	Click this button to remove formatting from selected text in a message. All the formatting will be removed from the message or the selected text.
Bold	Use this button to apply bold formatting to selected text.
Italics	To change the font style to <i>italics</i> , click this button
Underline	This button is used to <u>underline</u> selected text in a message.
Text Highlight Color	Click the list arrow at the end of this button to display a gallery of different colors that can be used to highlight selected text in a message.
Font Color	This button is used to change the font color for selected text in a message.
Align Left	Use this button to align a paragraph of text in a message at the left margin.
Center	To center a paragraph of text in a message, click this button.
Align Right	Click this button to align a paragraph of text in a message at the right margin.
Decrease Indent	Indents are used to set up temporary left margins for a paragraph of text. When the button is clicked, the margin will decrease by 0.5-inch increments.
Increase Indent	This indent is used to increase the temporary left margin by 0.5-inch increments.
Names Group	
Address Book	Use this button to display the Address Book. Once in the Address Book, it is possible to search for an email address by inputting the person's name into the Search box.
Check Names	When a name has been input into the To box in the Message Window, this button is used to check to make sure the name is in the Global Address or Contacts list.
Include Group	
Attach File	Click this button to attach a file such as a Word document to a message.
Attach Item	This button is used to attach a people record, a Calendar, or other Outlook item to an email message.
Signature	When a signature that has been created is not inserted into the message, click this button to insert the signature. If more than one signature has been created, a list of signatures will appear.
Adobe Send and Track Group	
Attach File via Adobe Send and Track	This feature is used to send attachments as public links. This feature may not be available to all users.

Group/Button	Description
Tags Group	
Follow-Up	To flag a message for later follow-up, click this button. A list of different follow-up options will display.
High Importance	Use this button to mark this message as being highly important.
Low Importance	Click this button to flag a message as being of low importance.
Zoom Group	
Zoom	When this button is clicked, the Zoom dialog box will display. This dialog box can be used to change the Zoom level of a document.