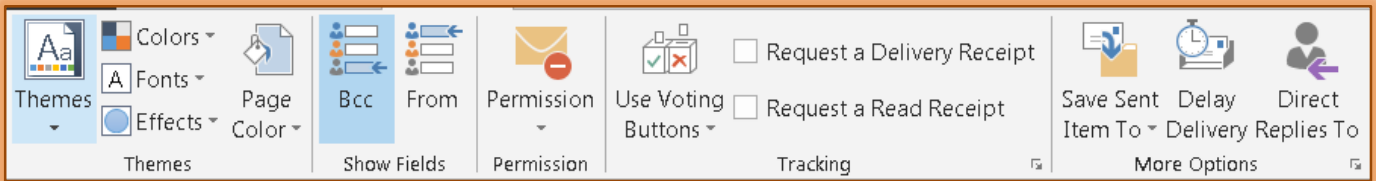


## Untitled – Message Ribbon-Options Tab

This ribbon is used to perform different tasks when creating a new message in Outlook. Tasks such as changing the theme, theme colors, and page color can be done using this Ribbon Tab. This area is also used to specify tracking options, to display the BCC field, to display the From message field, and to specify other options for sending messages. The table below provides a listing of the groups and buttons on the Options Tab. A description of each button is also provided.



Group/Button	Description
<b>Themes Group</b>	
<b>Themes</b>	This button is used to change the overall design of the document, including colors, fonts, and effects. A gallery of different themes will display.
<b>Colors</b>	Use this button to change the colors for the current theme. A gallery of different colors will display.
<b>Fonts</b>	To change the fonts for the current theme, click this button. A gallery of different font styles will appear.
<b>Effects</b>	Click this button to change the effects for the theme. A gallery of different Effects will display.
<b>Page Color</b>	Use this button to change the background color of the current page. A gallery of different colors will display. Click the <b>More Colors</b> button to select from a gallery of additional colors.
<b>Show Fields Group</b>	
<b>BCC</b>	This button is used to display the BCC area in the message. Any email addresses in this area will not be seen by other recipients. This is a good option to use if you are sending messages to a large group of recipients or you don't want others to know who the message is being sent to.
<b>From</b>	Click this button to display the From field. If you have Delegate Access to another account, you can enter their name into the From field and it will look like the email message came from them.
<b>Permission Group</b>	
<b>Permission</b>	To restrict permission to the e-mail message, select one of the options from the list. This option is currently not available to users.
<b>Tracking Group</b>	
<b>Use Voting Buttons</b>	This option can be used to add voting buttons to the current message. When people read the message, they can choose from the voting options that you specify. The votes can be sent back to you in a special email message.

Group/Button	Description
<b>Request a Delivery Receipt</b>	Click the check box for this option to receive a message back when the message has been delivered to the recipient.
<b>Request a Read Receipt</b>	To receive a message back when the recipient reads the sent message, select this option.
<b>Message Options</b>	This button appears in the bottom right corner of the group. When the button is clicked, the Message Options dialog box will open. In this dialog box, advanced options for this email message, such as security settings, can be changed.
<b>More Options Group</b>	
<b>Save Sent Item To</b>	Click this button to choose the folder where the sent message is to be saved.
<b>Delay Delivery</b>	This option is used to specify the date and time when the current message is to be delivered.
<b>Direct Replies To</b>	To specify that replies to the current email message goes to a specific email address, click this button.
<b>Message Options</b>	This button appears in the bottom right corner of the group. When the button is clicked, the Message Options dialog box will open. In this dialog box, advanced options for the email message, such as security settings, can be changed.