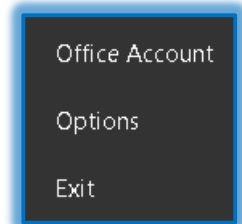


## E-MAIL OPTIONS WINDOW

There are several different ways that e-mail messages can be formatted, such as changing the message format, choosing whether to use Word for formatting and viewing messages, and adding stationery for the background of the message. Messages can be formatted globally so that every message you send is formatted uniformly. It is also possible to format each message individually. Changes made in this area will not change until other selections are made.

### OPEN MAIL OPTIONS WINDOW

- ✦ Click the **File Tab**.
- ✦ In **Backstage View**, click the **Options** button (see illustration at left).
- ✦ The **Options** window will appear.
- ✦ Click the **Mail** tab in the **Options** window.

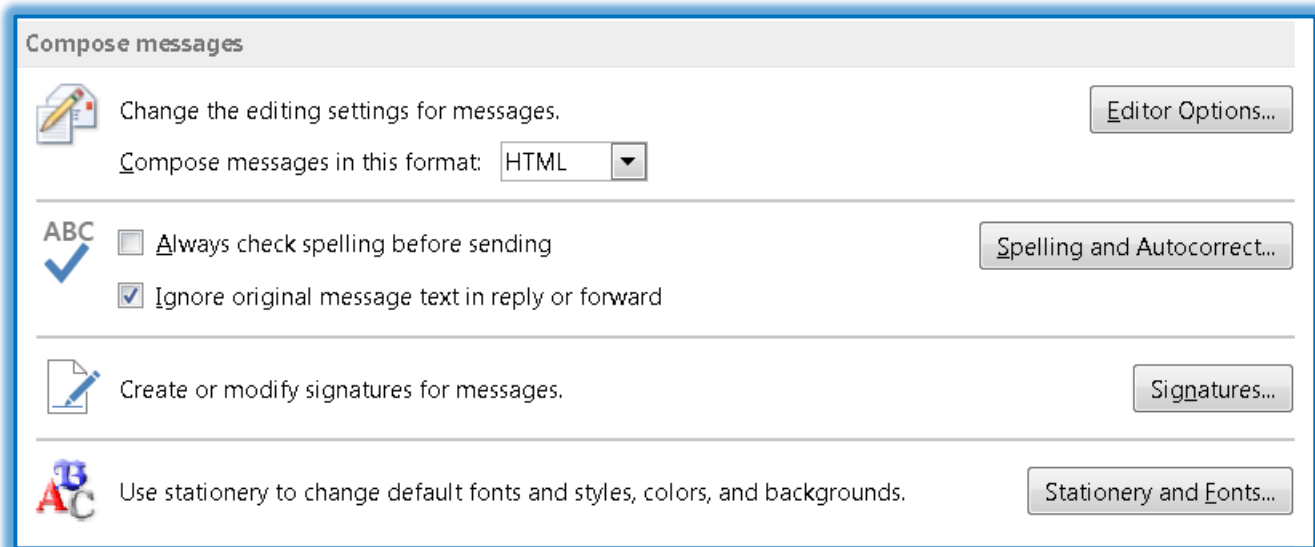


### COMPOSE MESSAGES

This area is used to change the settings for composing messages to set options for the spelling and autocorrect, for adding a signature, and changing stationery and fonts.

#### Editor Options

- ✦ Click the list arrow for the **Compose messages in this format** box under the **Compose Message** area.
- ✦ Choose the format that is to be used for all messages that are sent from your e-mail.



- ✦ These formats are:
  - ✦ **HTML** – This is the default message format in Outlook. It supports text formatting such as bold, italics, underline, and color fonts. This is the best format to use when you want messages to be formatted with these features.
  - ✦ **Plain Text** – This is a format that all e-mail applications support. Plain text doesn't support bold, italics, underline, color fonts, or other text formatting.
  - ✦ **Rich Text** – This format is only supported by Microsoft Exchange and Outlook. When a message is formatted in this format, it is automatically sent or received in HTML format.
- ✦ Click the **Editor Options** button to apply additional formatting to the message.

## Spelling and AutoCorrect

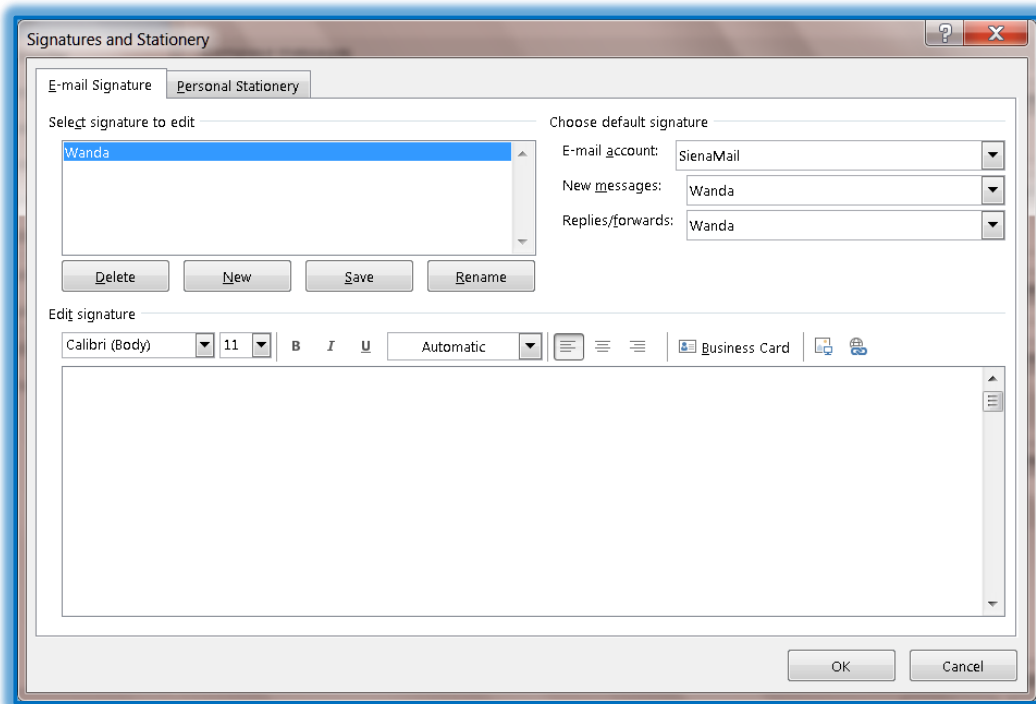
Spelling options may be specified in this area. Also AutoCorrect options may be specified. AutoCorrect is used to correct input or spelling errors automatically while inputting the body of the message.

- ✦ Select one or both of the options in this area.
  - ✦ Always Check Spelling Before Sending
  - ✦ Ignore Original Message Text in Reply or Forward
- ✦ Click the **Spelling and AutoCorrect** button to specify additional options for composing messages.
- ✦ When the **Editor Options** window opens, click the **AutoCorrect Options** button to specify the options for this feature.

## Signatures

More than one signature may be created for email messages. A different signature can be specified for New Messages and for Replies and Forwards. A Signature can also be selected when composing an email message.

- ✦ Click the **Signatures** button to display the **Signatures and Stationery** dialog box with the **Email Signature** tab selected (see illustration below).

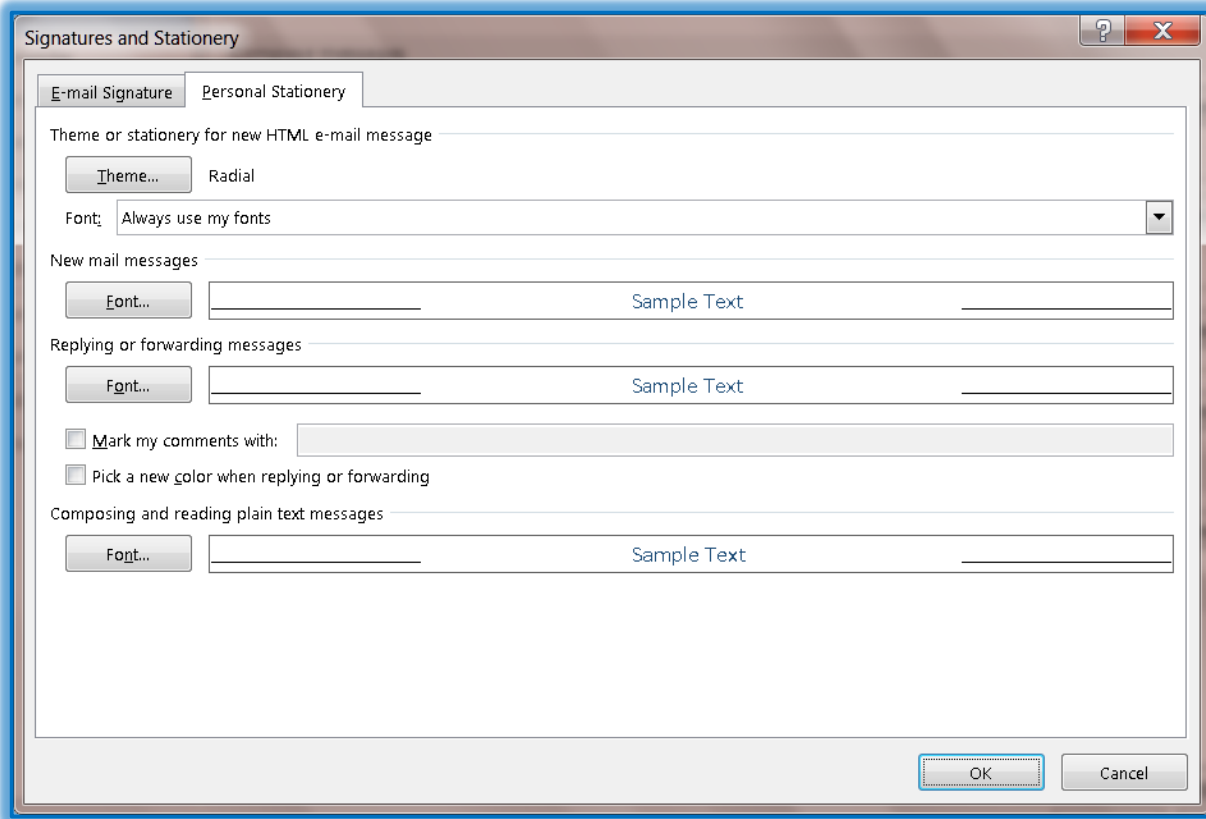


- ✦ Click the **New** button to add a new signature for email messages.
- ✦ Input the information for the **Signature**.
- ✦ Click the **New Messages** list arrow to select the signature that is to be included when a new message is sent.
- ✦ Click the **Replies/Forwards** list to select the signature when replying to a message or forwarding a message.
- ✦ Use the formatting toolbar to change the font type, font style, and font color for the signature.
- ✦ When all the changes have been made, click the **OK** button to apply the changes.

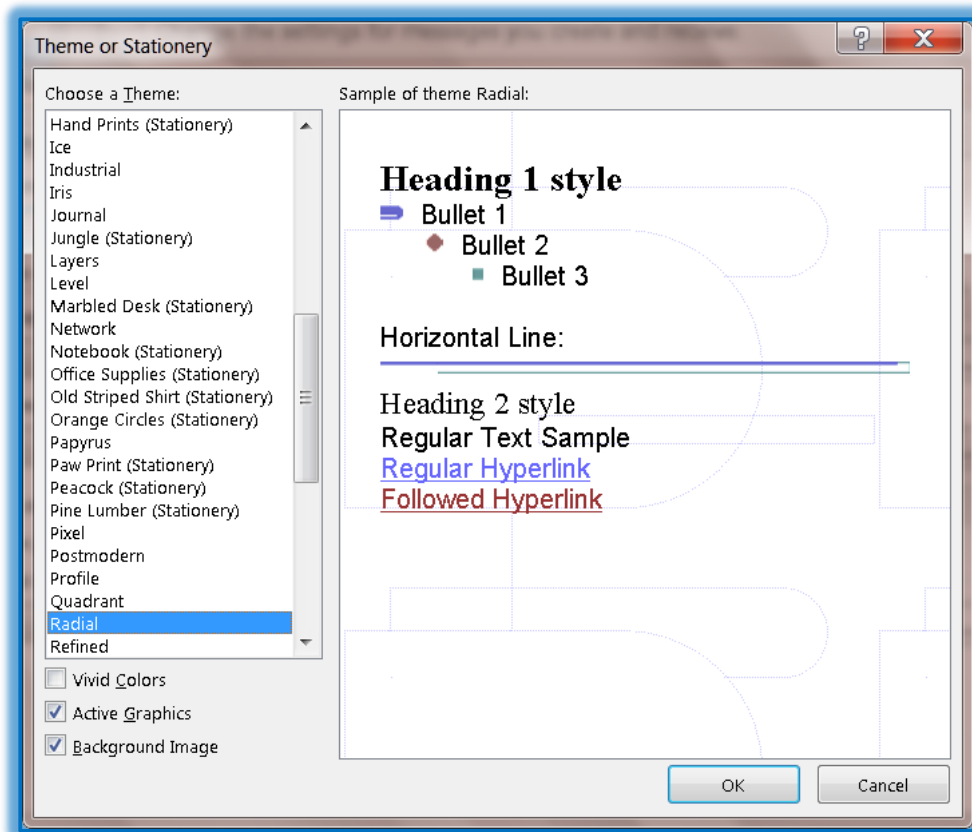
## Stationery and Fonts

This area is used to change the background area for the message as well as change the font type and font color for messages.

- ✦ Click the **Stationery and Fonts** button to open the **Signatures and Stationery** dialog box with the **Personal Stationery** tab selected (see illustration below).



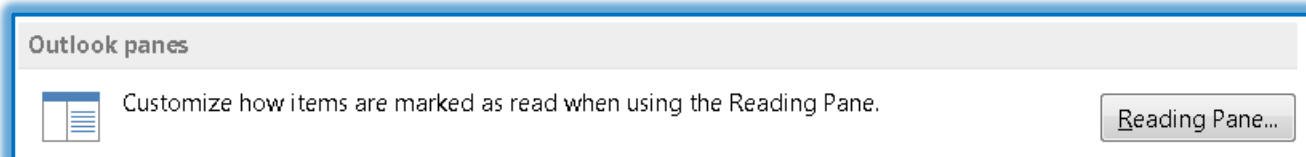
- ✦ Click the **Theme** button to select a new theme for the message box.
- ✦ The **Theme or Stationery** dialog box will open (see illustration on next page).
  - ✦ Under **Choose a theme**, click one of the available options.
  - ✦ A view of the theme will appear in the right frame under **Sample of Theme**.
  - ✦ Once you decide on a theme, click the **OK** button to close the dialog box.
- ✦ Under **New Mail Messages**, click the **Font** button.
  - ✦ The **Font** dialog box will display.
  - ✦ Choose any of the **Font** items to change them.
  - ✦ Click the **OK** button to apply the changes.
- ✦ Click the **Font** button under **Replying or Forwarding Messages** to specify the font for any replies or for forwarding a message.
  - ✦ The **Font** dialog box will display.
  - ✦ Select the **Font** options for the messages.
  - ✦ Click the **OK** button to apply the options.
- ✦ Click either of the two check boxes to select those items.
- ✦ Specify any other options and then click **OK** to exit the window.



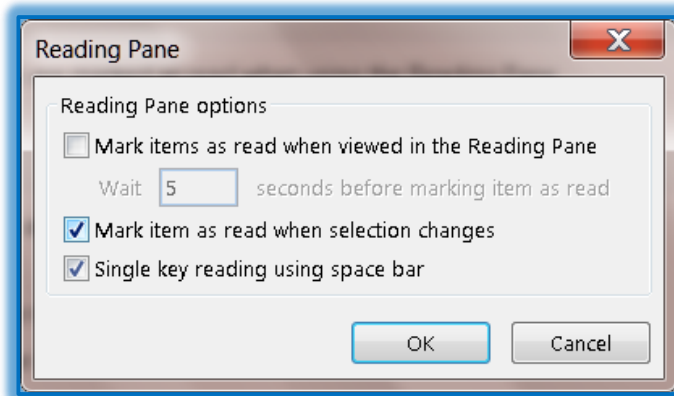
## OUTLOOK PANES-READING PANE

The Reading Pane is used to view messages without opening them. The Reading Pane can be turned on or off or moved to the right or bottom of the window depending on your preferences.

- ✦ Click the **Reading Pane** button under **Outlook Panes** in the **Outlook Options** window.



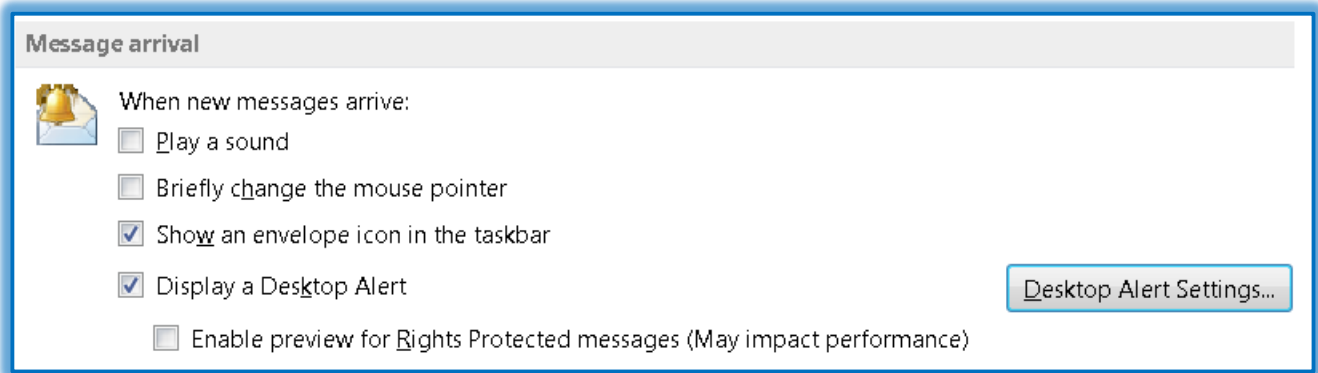
- ✦ The **Reading Pane** dialog box will display (see illustration below).



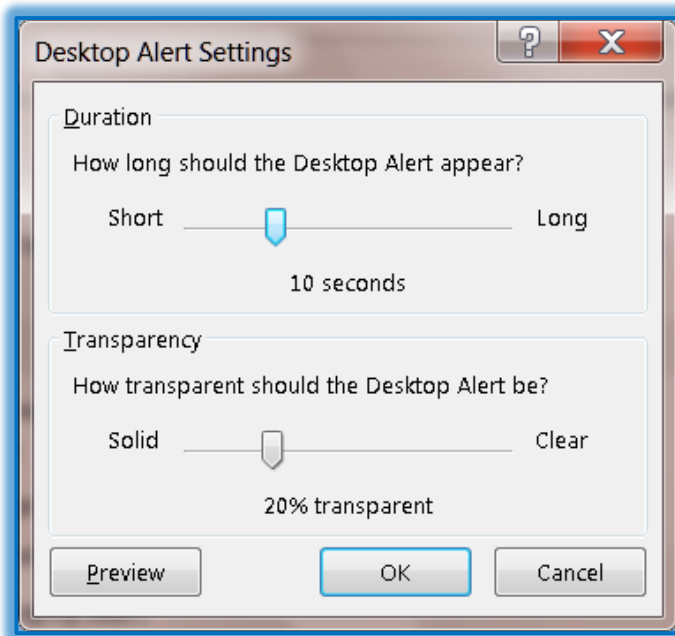
- ✦ Click any of the check boxes to select or deselect them.
- ✦ Click the **OK** button to exit the dialog box and apply the changes.

## MESSAGE ARRIVAL

- ✦ Click any of the check boxes to select or deselect them.



- ✦ Click the **Desktop Alert Settings**, button to display the **Desktop Alert Settings** dialog box (see illustration below).

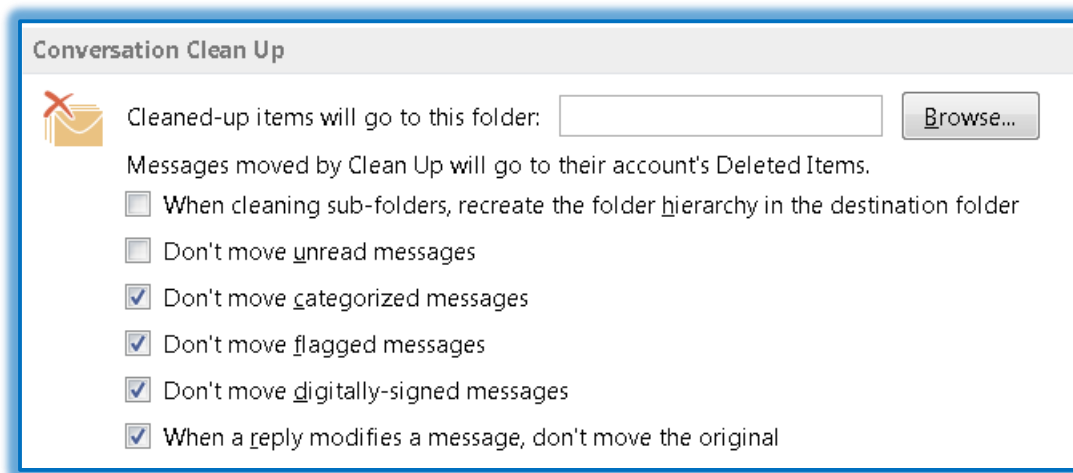


- ✦ Select the **Duration** for the alert by clicking the slider line or dragging the slider to the right or the left.
- ✦ To change the **Transparency** for the alert, click the slider line or drag the slider to the left or the right.
- ✦ Click the **Preview** button to see what the changes will look like.
- ✦ When the changes have been made, click the **OK** button.

## CONVERSATION CLEANUP

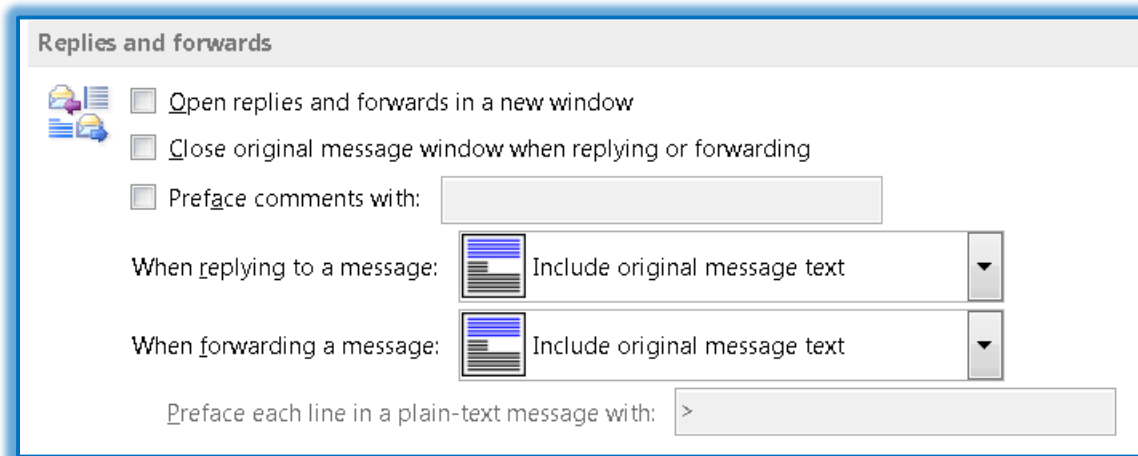
Conversation is a feature in Outlook that allows users to sort messages by conversation groups. Messages for a particular conversation will display as a group in the order the message was received.

- ✦ Click the **Browse** button to select a folder to move the items to (see illustration on next page).
- ✦ Click any of the other items to select or deselect them.



## REPLIES AND FORWARDS

✚ Click any of the check boxes to select them.

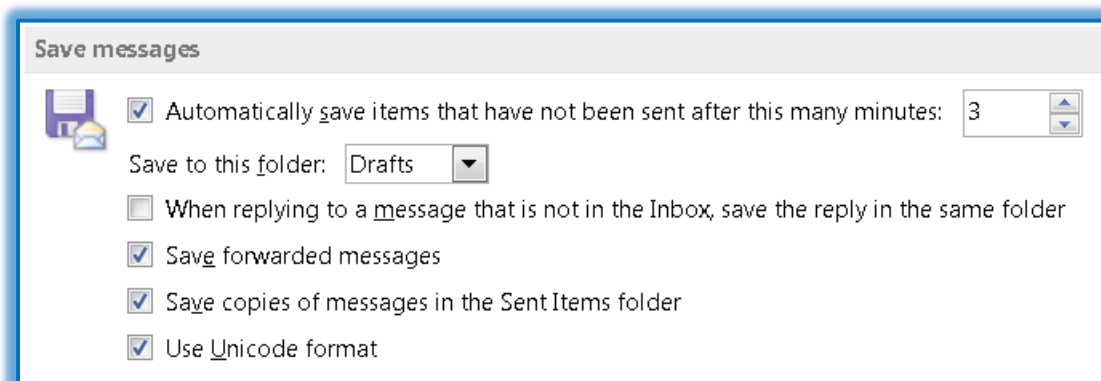


- ✚ Under **When replying to a message**, select one of the following options:
  - ✦ Do not include original text.
  - ✦ Attach original message.
  - ✦ Include original message text.
  - ✦ Include and indent original message text.
  - ✦ Prefix each line of the original message.
- ✚ In the list box for **When forwarding a message**, select one of the following:
  - ✦ Attach original message.
  - ✦ Include original message text.
  - ✦ Include and indent original message text.
  - ✦ Prefix each line of the original message.

## SAVE MESSAGES

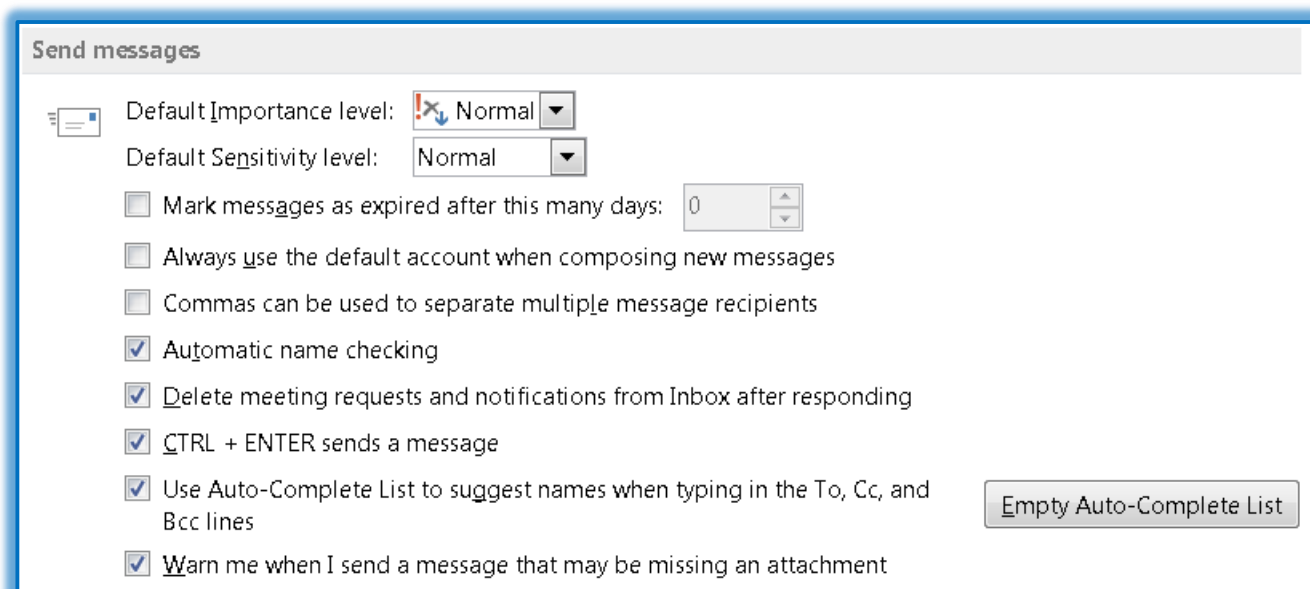
The items in this section control how drafts of messages are to be handled.

- ✚ Click the spinner arrows for automatically saving the messages to change the number of minutes before the message is saved (see illustration on next page).
- ✚ In the **Save to this folder** list, select the folder to which drafts of messages will be saved.
- ✚ Click any of the other check boxes to either select or deselect them.



## SEND MESSAGES

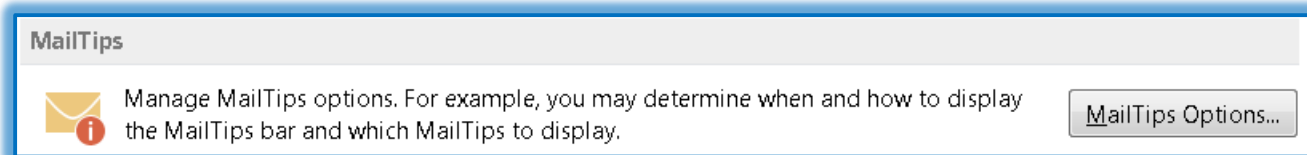
- ✦ To change the **Default Importance Level** for messages, click the list arrow and select one of the options: **Low**, **Normal**, or **High**.



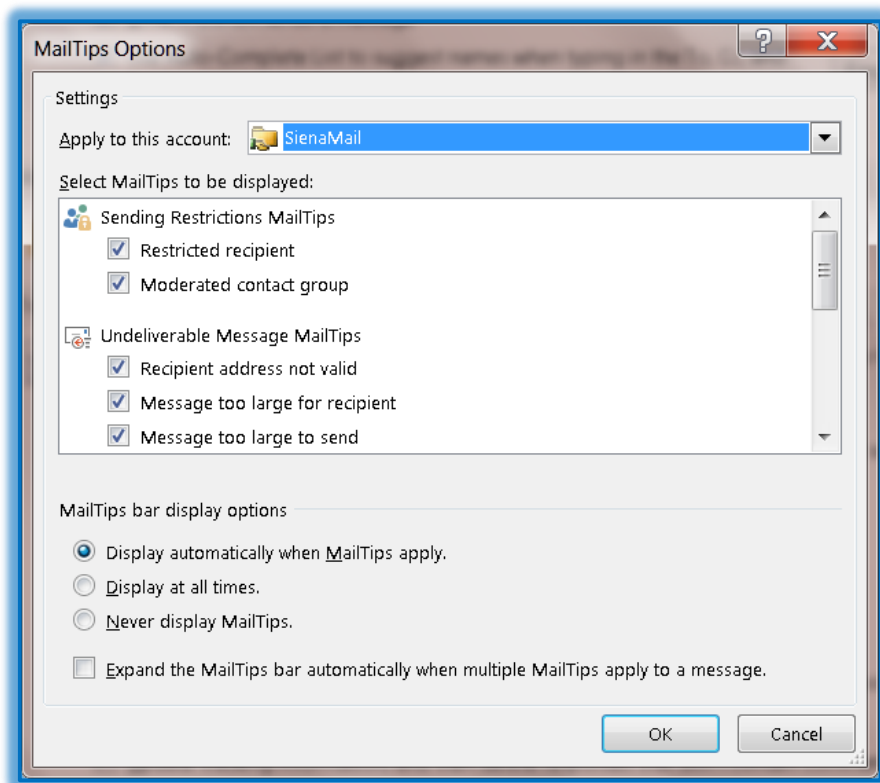
- ✦ Click the list arrow for the **Default Sensitivity Level** to select from **Normal**, **Personal**, **Private**, or **Confidential**.
- ✦ Click any of the check boxes to select or deselect any of the other items.
- ✦ Click the **Empty Auto-Complete List** button to remove all **Auto-Complete** items.
  - ✦ This process will remove the complete list, not just a few names.
  - ✦ A message will appear asking if you really want to delete the list.
  - ✦ Click **OK** to remove the list.

## MAIL TIPS

- ✦ Click the **Mail Tips Options** button to specify the options for this feature.



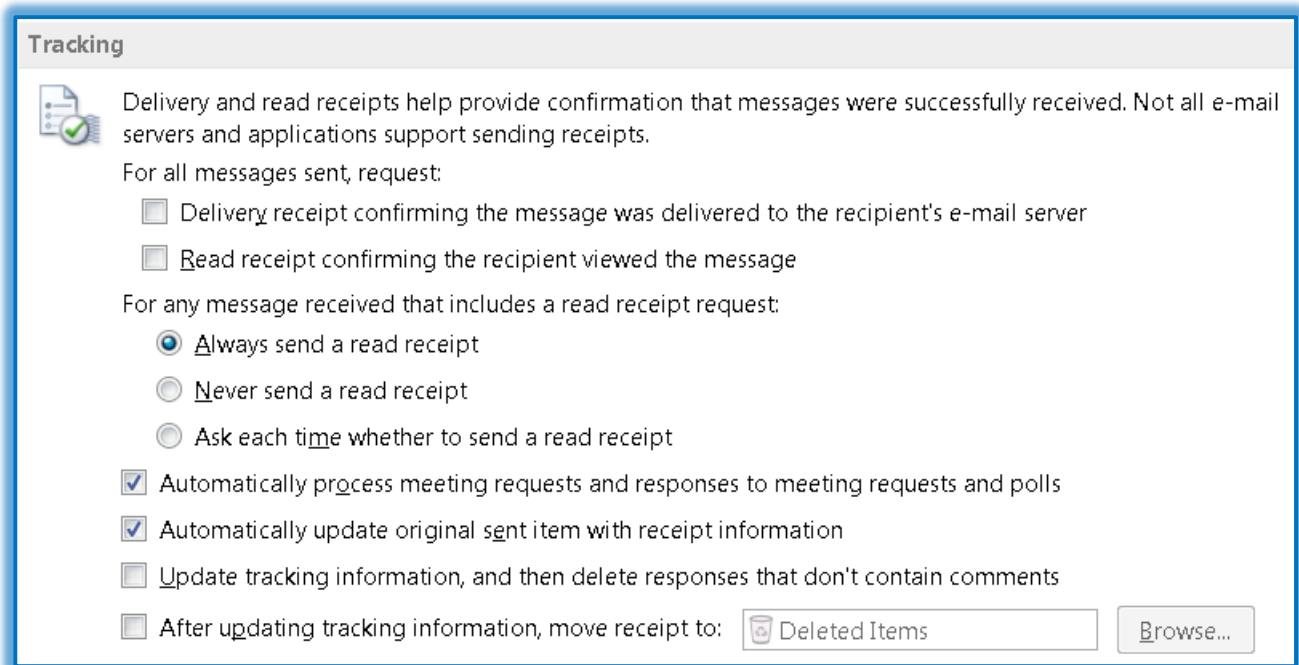
- ✦ In the **Mail Tips Options** window, select the options that apply (see illustration below).



✚ Click the **OK** button to exit the window and save the changes.

## TRACKING

This area is used to track messages that have been sent to others. Click any of the check boxes or option buttons to specify how the messages are to be handled.

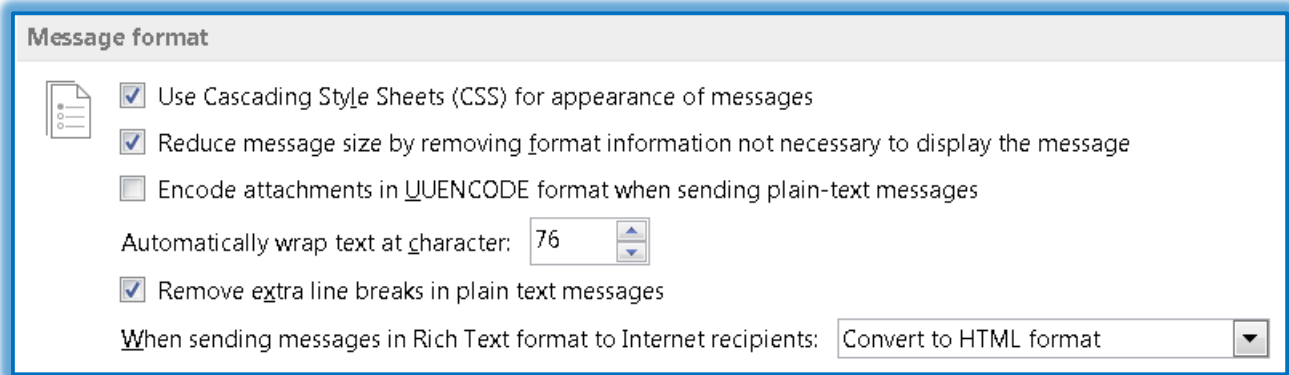




## MESSAGE FORMAT

This area is used to define how messages are to be treated when sent to other recipients.

✦ Click each of the check boxes to specify how the messages will be sent.



✦ Click the spinner arrows to change at which character text will automatically wrap to the next line.

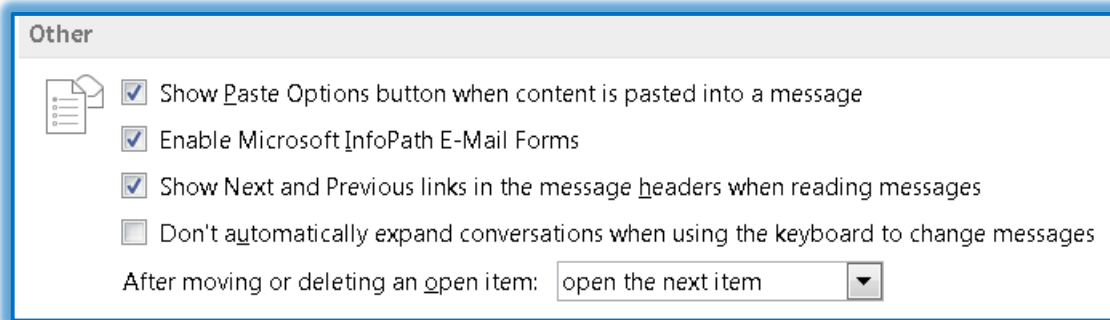
✦ Click the list arrow for Sending Messages in Rich Text Format to specify one of the following:

- ✦ Convert to HTML format.
- ✦ Convert to Plain Text format.
- ✦ Send using Outlook Rich Text Format.

## OTHER

To specify other options such as what to do when moving or deleting an open item, select the options in this area.

✦ Click the check boxes to select or deselect any of the items.



✦ Choose one of the following items to specify what do when an open item is moved or deleted:

- ✦ Open the previous item.
- ✦ Open the next item.
- ✦ Return to the current folder.

## EXIT AND SAVE CHANGES

After all the changes have been made, click the **OK** button to apply them to Outlook Mail.