Message Options

- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see illustration below).

- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).
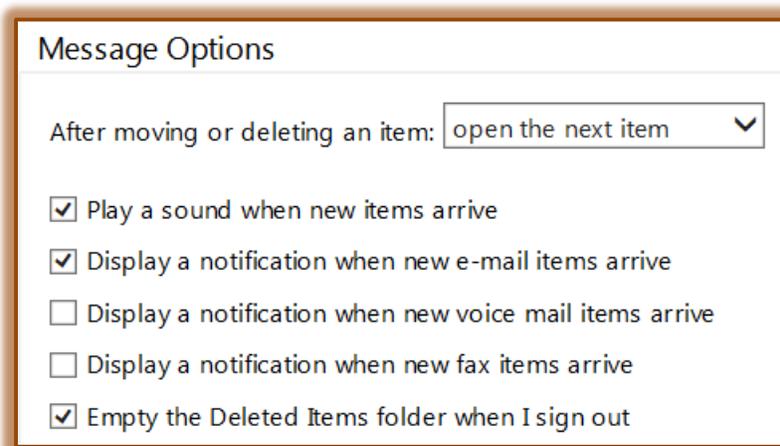

- Click the **Settings** link on the left side of the window.
- Click the **Mail** button.

Message Options

This section of the window contains options for displaying and handling new messages. The illustration on the next page shows the items that are available in this section.

- To indicate what to display when an item is moved or deleted:
    - Click the **After moving or deleting an item** list arrow.
    - Choose one of the items from the list. These options are:
        - **Open the Previous Item** – Choose this option to have the previous item in the list display when a message is deleted or moved.
        - **Open the Next Item** – To have the next item in the list display when a message is deleted or moved, choose this option.
        - **Return to the View** – Choose this option when you want to return to the window from which the item was moved or deleted. When this option is chosen, the next item in the list will be selected, but will not be opened.
- To have a sound played when a new message arrives, click the check box for **Play a sound when new items arrive**.
- To display a notification message when new e-mail arrives, click the check box for **Display a notification when new e-mail items arrive**.
- Click the **Display a notification when new voice mail items arrive**, to receive a message when a voice mail arrives.
- Choose **Display a notification when new fax items arrive**, to be notified when a new fax arrives.
- To have the **Deleted Items** folder emptied when logging out of Outlook Web App, click the **Empty Deleted Items Folder When I Sign Out** check box.
- When all the options have been selected, click the **Save** button.



E-Mail Signature

This option is used to append a custom signature to each message that is sent, replied to, or forwarded.

- In the **Signature Message** box, input and format the signature that is to be used (see illustration on next page).
- Use the **Signature** toolbar to format the text in the signature.
- Below the **Signature Message** box, click the check box for **Automatically include my signature on outgoing messages** if the message is to appear on every message that is sent.
- When all the options have been selected, click the **Save** button.
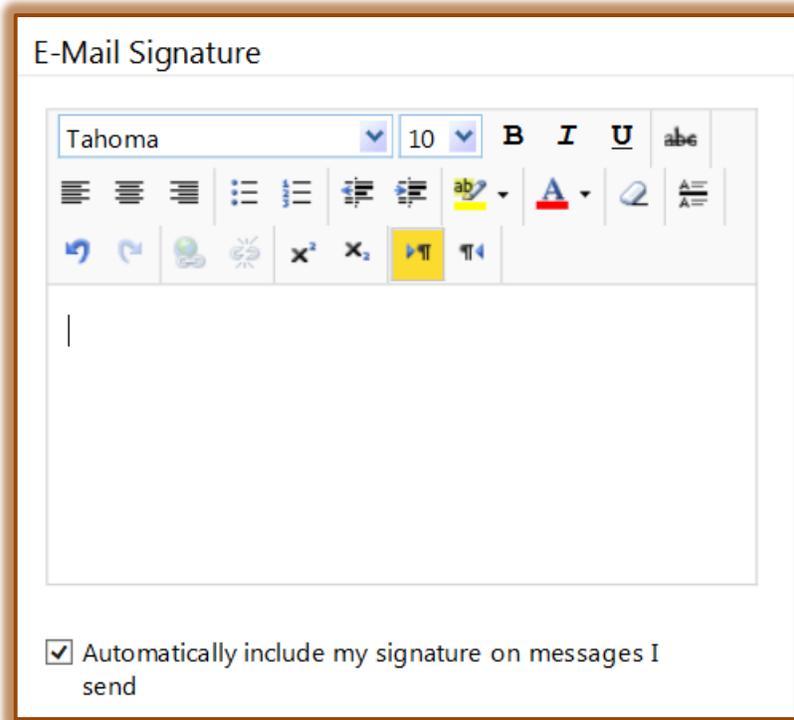
Message Format

This area of the window is used to determine the format for sending e-mail messages. It is also used to change the font type, font size, and font style for e-mail messages. The **Choose Message** toolbar is only available if HTML was chosen.

💻 Under **Compose messages in this format**, click one of the two options; HTML or Plain Text.
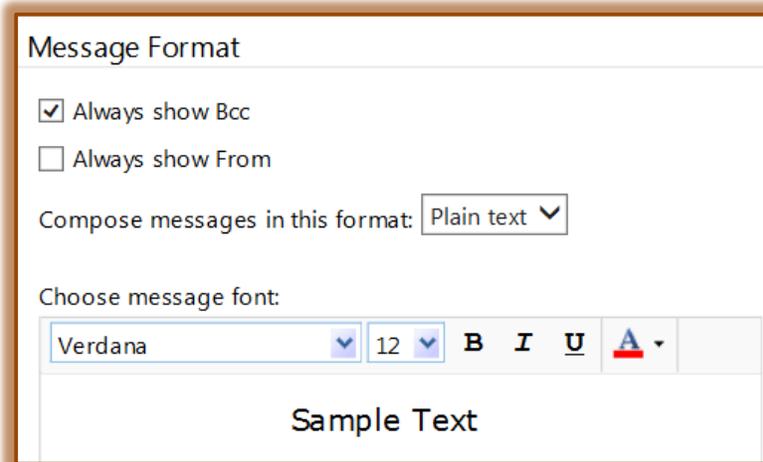
💻 Under the **Choose message font** area**:**
  ✦ In the **Font** list, choose the **Font Style**.
  ✦ In the **Size** list, choose the desired size for the font.
  ✦ Click one of the **Style** icons (**Bold**, *Italic*, Underline) to apply that formatting to the message.

✦ To change the color of the font, click the **Color List Arrow** or the **Color Icon** to display a gallery of colors.

▣ When all the options have been selected, click the **Save** button.

✓ Save

Read Receipts

This option is used to determine how Outlook Web Access responds to e-mail messages for which the sender requests a read receipt. A read receipt is a message that is sent back to the sender indicating that the message has been read.

Read Receipts

Choose how to respond to requests for read receipts.
◉ Ask me before sending a response
○ Always send a response
○ Never send a response

▣ There are three options for responding to read receipt requests. They are:
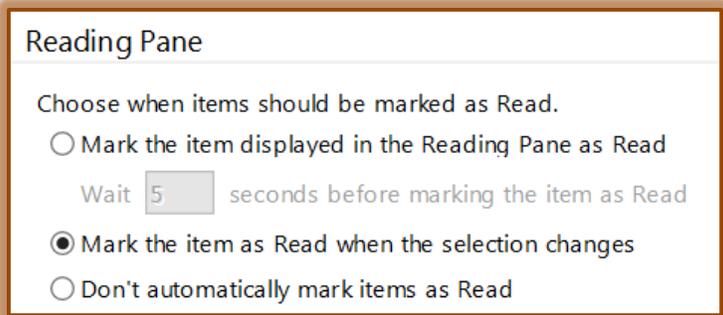- ✦ **Ask me before sending a response** – This option should be selected when Outlook Web Access is to prompt you before a read receipt is sent. A message will appear in the infobar stating that the sender has requested a read receipt. This is the default setting.
- ✦ **Always send a response** – Use this option if Outlook Web Access is to automatically send a read receipt response to the sender whenever one is requested.
- ✦ **Never send a response** – Select this option if Outlook Web Access is to be prevented from sending a read receipt response to a sender who has requested one.

▣ When all the options have been selected, click the **Save** button.

✓ Save

Reading Pane Options

This pane allows you to read items in Mail, Calendars, Contacts, and Tasks without opening the item. This area of the Messaging Options window is used to configure how Outlook Web Access handles unread messages.

Reading Pane

Choose when items should be marked as Read.
○ Mark the item displayed in the Reading Pane as Read
  Wait 5   seconds before marking the item as Read
◉ Mark the item as Read when the selection changes
○ Don't automatically mark items as Read

▣ Three options are available in this area. They are:
- ✦ **Mark the item displayed in the Reading Pane as Read** – Select this option when a number of seconds is to be specified before the message is marked as read.
- ✦ **Mark the item as Read when the selection changes** – When this option is chosen, the message will be marked as Read when a new message is selected.

✦ **Don't automatically mark items as Read** – This item should be selected when messages displayed in the Reading Pane should never be marked as Read.

⌨ Click one of the option buttons within this area.

⌨ When all the options have been selected, click the **Save** button

✓ Save

Conversations

This feature is used to display messages in the Inbox according to conversation. The subject of the message determines whether a message is part of the Conversation.

Conversations

Sort messages in the conversation Reading Pane in this order:
- ⦿ Newest message on top
- ○ Newest message on bottom

Choose how to sort the messages in List View in an expanded conversation.
- ⦿ Match the sort order of the Reading Pane
- ○ Show the conversation tree

☐ Hide deleted items

⌨ Select the **Sort** option for the Conversations by selecting one of the two options available in this group.

⌨ Choose how to **Sort** the messages in a Conversation when they are in List View by selecting one of the two options in this group.

⌨ When Conversations are displayed, items in the **Deleted Items** folder will display unless the **Hide Deleted Items** check box is selected.

⌨ Once all the options have been specified, click the **Save** button.

✓ Save