

Message Options

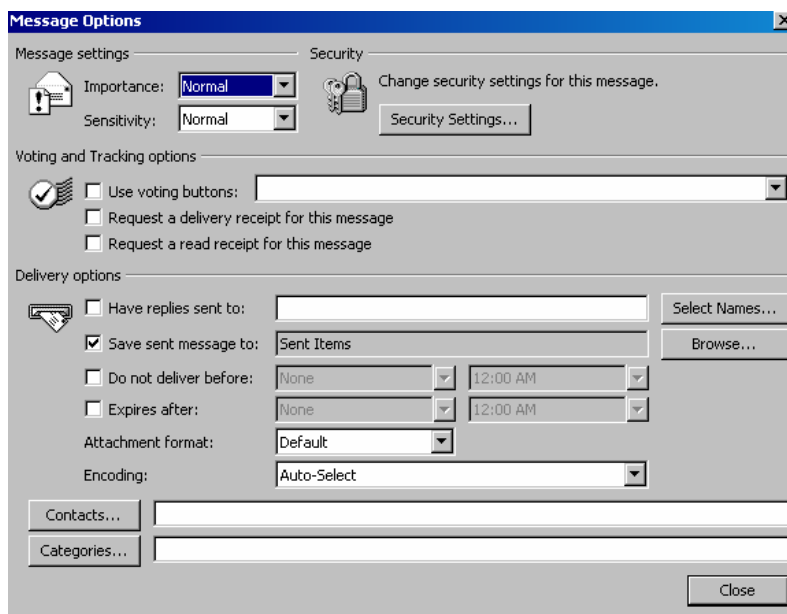
Message settings are used to alert the recipient of information about the importance and sensitivity of a message. The message importance is indicated by an icon after the message subject in the Inbox. Both important and sensitivity are displayed in the **InfoBar** of the message subject in the Inbox. Some messages are more important than others. You may send routine mail messages that don't need any special attention or handling. **To set the priority of a message:**

1. Click the **Options** button on the toolbar in the message. The message options dialog box appears.
2. Click the triangle at the right end of the **Importance** box.
3. Choose **High, Normal or Low**.

Note: Usually Importance is set to Normal, so you don't have to do anything.

4. Click **Close** or (press Esc).

Note: A quicker way to set the priority of a message is to use the buttons in the message toolbar.



Setting	Options
Importance	Low
	Normal
	High
Sensitivity	Normal
	Personal
	Private
	Confidential

Message Settings

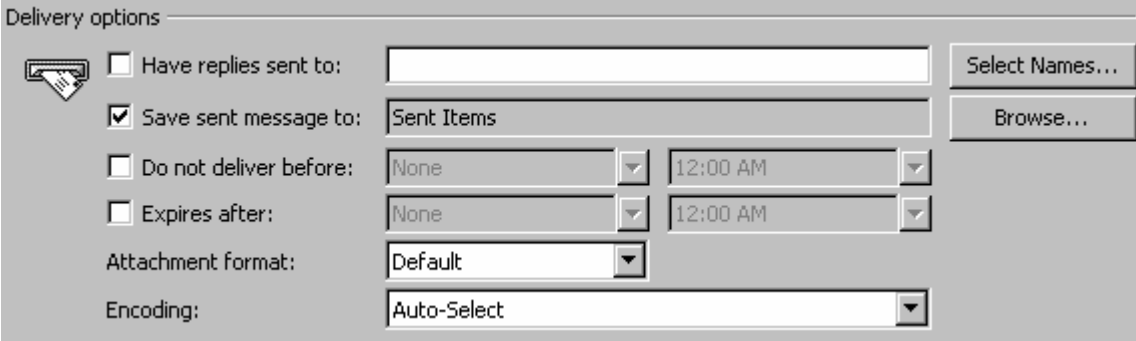
To modify message settings:

1. Open a new Message form.
2. On the toolbar, click the **Options** button to open the message dialog box.
3. In the Message setting section, display the **Importance** drop-down list and select desired option (**Low, Normal or High**).
4. Display the Sensitivity drop-down list and select the desired option (**Normal, Personal, Private or Confidential**).
5. Click **Close**. In the message form toolbar, a square frame is displayed around the select importance symbol. Information about the importance and sensitivity will also be displayed in an InfoBar when the recipient opens the message.

Note: You can also use the buttons on the toolbar to set **High** or **Low Importance**.

Delivery Options

Delivery options allow you to change the way the message is delivered. See below for the delivery options dialog box:



Delivery options include settings that:

- Specify that replies be sent somewhere other than to the sender of the message.
- Save copies of messages in a location other than the default, the Sent Items folders, or not save them at all.
- Delay delivery of the message until a specified date or time. The message is stored in the Outbox until it is delivered.
- Have the message expire after a specified date or time. After the expiration date, if the message has not been opened yet, it is deleted. If the message has been opened, it is crossed out.

To modify delivery options

1. Open a new message form.
2. Click the **Options** button to open the dialog box.
3. If you want replies to this message, to go to someone, specify who replies should be sent to:
 - a. In the **Delivery Options** section, check **Have Replies Sent To**.
 - b. Click **Select Names**.
 - c. In the **Have Replies Sent To** box, double-click the names.
 - d. Click **OK** to close the dialog box.
4. If necessary, specify where sent message are to be saved:
 - To save copies of sent messages in the **Sent Items Folder**, check the **Save Sent Messages To** check box (this is the default).
 - To save copies, somewhere other than the **Sent Items Folder**, click the **Browse** button, select the folder, and click **OK**.


- If you don't want to keep copies of the messages you send, uncheck the **Save Sent Messages To** check box.
5. If you don't want the message delivered immediately, specify a delivery date and time:
 - a. In the **Delivery Options** section, check **Do Not Deliver Before**.
 - b. Click the drop-down arrow to the right of the date text box to display the calendar, and select the desired delivery date.
 - c. From the time drop-down list box, select the deliver time.
 6. If you want the message to expire on a specific date and time, set an expiration date and time:
 - a. In the **Delivery Options** section, check **Expires After**.
 - b. Click the drop-down arrow to the right of the date text box to display the calendar, and select the desired delivery date.
 - c. From the time drop-down list box, select the delivery time.
 7. Click **Close** to set the delivery options and close the dialog box.

Message Formats

Message Format	What is Displayed
HTML	All text formatting, numbering, bullets, alignment, pictures, stationery, signatures, and Web pages. This is the default Outlook format.
Plain Text	Text only. Does not display pictures, colors, or any text formatting such as bold or italics. Readable by all email programs.
Rich Text Format (RTF)	Text formatting, bullets, and alignment.

Specify Individual Message Formats

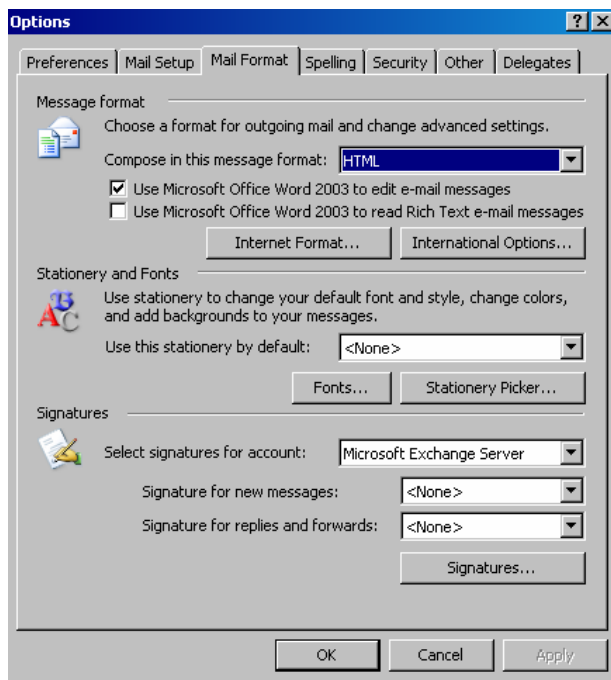
To specify an individual message's format:

1. In a new message, click the message format button to display the drop-down list and select the desired message format (HTML, Rich Text or Plain Text). The default is HTML  .
2. Enter the message body as desired.
3. Send the message.

Modifying the Default Message Format

If you wish to change the format for all newly created email messages:

1. Choose **Tools** → **Options** to open the dialog box.
2. Select the Mail Format tab.
3. From the Compose In This Message Format drop-down list, select the desired message format.
4. Click **OK**.



Out of the Office Assistant

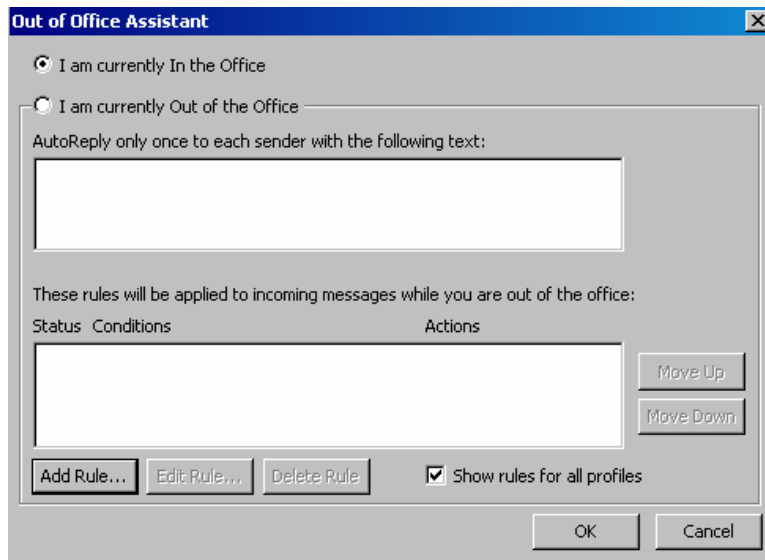
The Out of the Office Assistant automatically sends a standard reply to your incoming messages while you are out of the office.

Some examples of the conditions and actions that make up an Out of Office Assistant rule are shown in the table below:

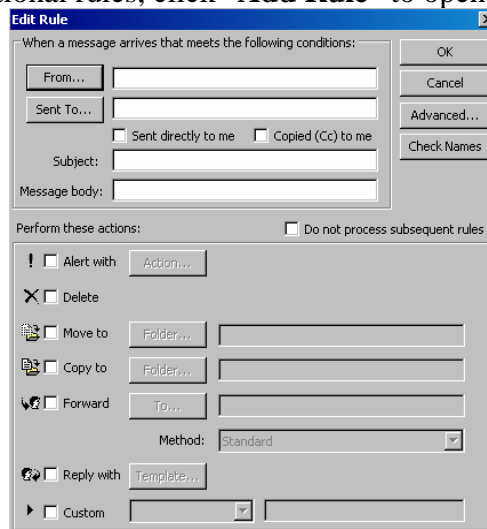
Condition	Action
Messages received from a specified key client.....	Forward mail to assistant.
Messages about a current project.....	Forward mail to manager.
A routine daily update from a specified company.....	Delete the mail.
About a specified project.....	Move message to the project folder.

Rules - To notify others that you are out of the office:

1. Choose **Tools** → **Out of the Office Assistant** to display the Out of Office Assistant dialog box.



2. In the dialog box, check **“I Am Currently Out of the Office”**.
3. In the Auto Reply Only Once To Each Sender With the Following Text box, type the message you want people to receive.
4. To apply additional rules, click **“Add Rule”** to open the Edit Rule dialog box.



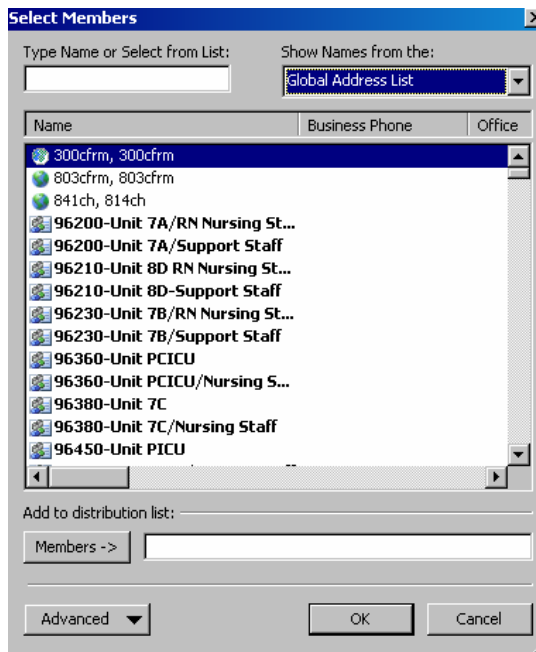
5. In the When A Message Arrives That Meets The Following Conditions section, specify the conditions to meet.
6. In the Perform These Actions section, specify what Outlook should do with the messages that meet the conditions. Note: You can check more than one check box.)
7. Click **OK** to close the Edit Rule dialog box.
8. Click **OK** to close the Out of Office Assistant dialog box.

Create/Modify a Distributions List (Email Group)

A distribution list is a collection of user names that can be used to quickly address and send messages to multiple users. Distribution lists are stored in your contacts folder, where they are identified with **bold type** and a distribution list symbol.

To create a personal distribution list:

1. Choose **File** → **New** → **Distribution List** to open a new Distribution List form.
2. In the Name text box, type a name for the distribution list.
Note: If you want to add a more detailed description of your distribution list, click the Notes tab, and type the description.
3. Click **Select Members** to display the Select Members dialog box.



4. Add the names your want to include in this distribution list.
 - In the Type Name Or Select From List text box, type the user name, and then click Members.
 - In the Name list, double-click the user name.
 - Or, in the Name list, click the user name, and then click Members.
5. Click **OK** to display the user name in the Distribution form.
6. Click **Save** and **Close** to create the distribution list.

Modify a Distribution List Temporarily

To modify an existing distribution list temporarily within a mail message address:

1. In the **To** field of the mail message address section, click the plus sign icon preceding the distribution list name.
2. In the **Expand List** message box, click **OK** to replace the distribution list with its members.
3. **Add or delete** the user name(s) from the To text box.

Modify a Distribution List Permanently

To modify an existing distribution list permanently:

1. Double-click the distribution list you want to modify
2. Edit the list as needed
 - To add additional names from the contacts folder or an address book, click select members.
 - To add additional names not in the contacts folder or in an address book, click **Add New**.
 - To delete a name, select the name, and then click Remove.
3. Click **Save** and **Close** to update the list.

Print a Distribution List

If you wish to print a distribution list:

1. Click **Contacts**.
2. Open the distribution list you want to print
3. Choose **File** → **Print**.

Hyperlinks

A hyperlink is an object, text or a graphic that links to another web page, email address, network or other Outlook location or item. By clicking the hyperlink in an email, you can quickly get to the resource.

Hyperlinks are identified by these characteristics:

- Text preceded by a “**www**” or <http://> (a World Wide Web link.)
- Text (often) underlined and displayed in a different color – **blue**, by default.
- A graphic.
- Your mouse pointer. When you place it over a hyperlink, the mouse pointer changes from an arrow to a pointing hand. To see a hyperlink’s target **URL**, displayed before you click, move the mouse pointer over the link and observe the browser’s status message area – in some cases, the screen tip.

To create a hyperlink to a Web page in a message:

1. Within the mail message, position your cursor where you want to insert the hyperlink.
2. Create the hyperlink:
 - **Type** the hyperlink using the correct protocol.
 - **Copy** the url in the address bar and paste into the email message,
 - Or, **open your browser** (Internet Explorer), navigate to the web site that you want to add as the hyperlink and from the address bar, drag the address icon to the taskbar to email. Once the mail message is displayed, drag the mouse onto the message and then release the mouse to add the link to the message.

Note: You cannot open a hyperlink in a message that you are creating by clicking the hyperlink. Outlook has restricted action so that you can click the hyperlink for editing purposes. To open, or follow a hyperlink in a message that you are creating, hold down **Ctrl** and **click the hyperlink**.

Note: You can also create various hyperlinks by choosing **Insert** → **Hyperlink**. The Insert Hyperlink dialog box allows you to set links to existing file or Web pages, places within documents, or email addresses.