


## Message Formats

Message formats refers to the way information about a message is encoded and will determine how the message can be displayed. Three of the most commonly used message formats include **plain text**, **rich text** and **HTML**, with HTML being Outlook's default message format, see table below

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

