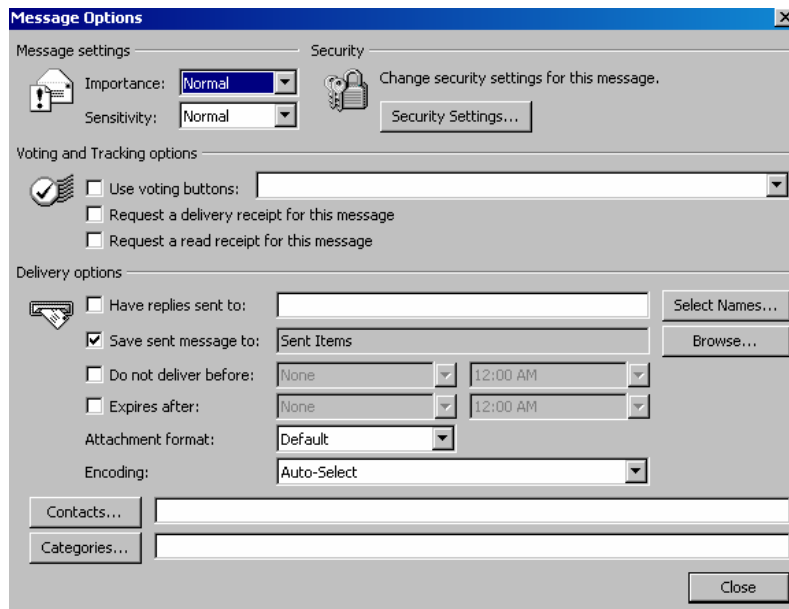


Message Options

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**.