

Microsoft Outlook - Outgoing Email Options

You can apply a number of useful tools and settings to your outgoing email with just a click or two.

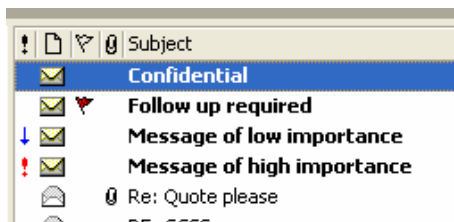


1. Attach a file or object (such as another email)

- Click on the paperclip to attach a file (such as a Word document, Excel spreadsheet, PowerPoint presentation etc.)
- To send another email as an attachment, click on the dropdown arrow and choose Item...

2. Select names from address lists, or Check Names in the address bar of your email

(See our fact sheet on Using the Address Book)

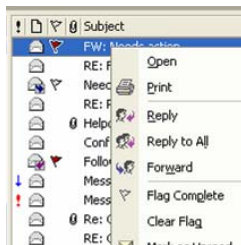
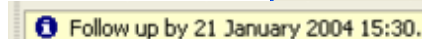
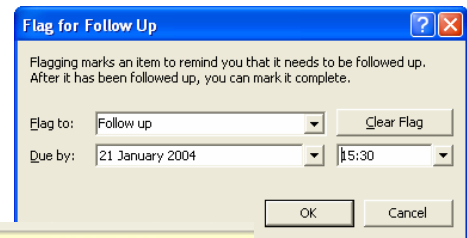


3. Set message importance

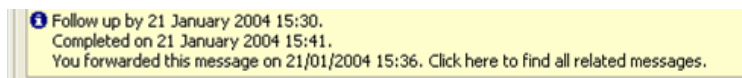
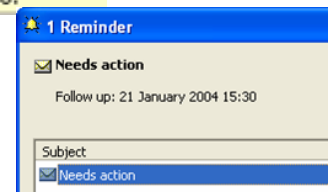
- **High (!)** or **Low (↓)** importance can be indicated by clicking on either of these icons.
- When the message is received, the indicator will show up in the recipient's inbox. (*see left*)

4. Flag a message for follow up

- Click on the flag icon to open the dialog box. (*see right*) Select an action, then a date and time (optional)
- A red flag will be displayed next to the email (*see above*) and the details will appear in a yellow information bar at the top of the email when it is opened. (*see right*)
- When the designated time is reached the recipient will receive an automatic reminder.



- Right click on any email to
 - (1) **Follow Up** - applies a red flag
 - (2) **Clear Flag** - flag is removed
 - (3) **Flag Complete** - flag changes to white and a completion message is added to the email



5. Set other options

(See our fact sheet on Advanced Email Options)

6. Set the text format

Not everyone is able to receive email in **HTML** format. Sometimes it's better to send emails in **rich text** or **plain text** formats. You can select which to use on an email by email basis using this drop down selection.