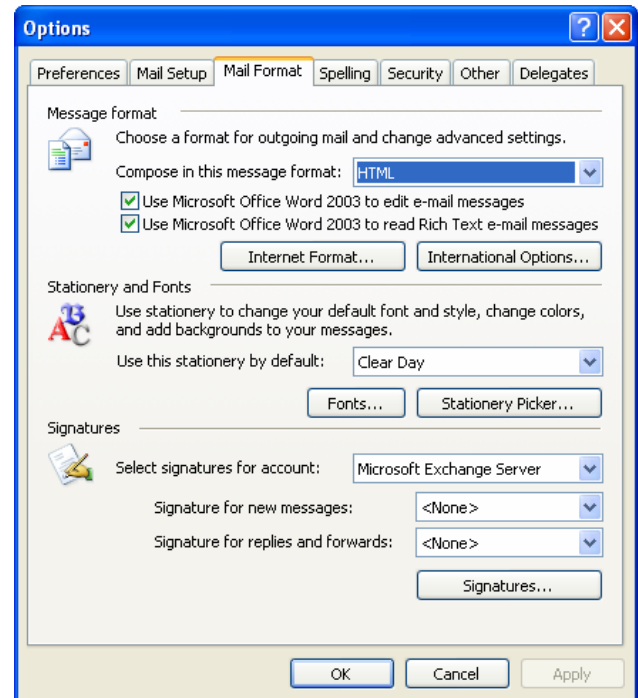


CHANGING E-MAIL FORMATTING OPTIONS

There are several different ways that e-mail messages can be formatted, such as changing the message format, choosing whether to use Word for formatting and viewing messages, and adding stationery for the background of the message. Messages can be formatted globally so that every message you send is formatted uniformly. It is also possible to format each message individually.

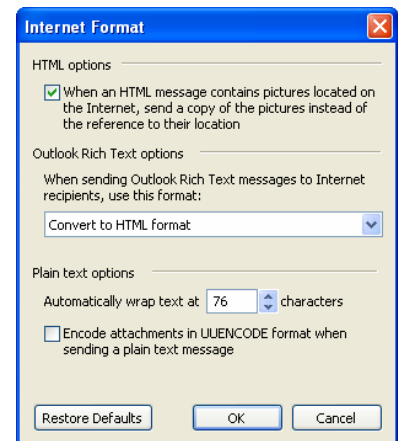
Formatting Messages

- ✦ Click **Tools** on the **Menu Bar**.
- ✦ Click **Options** from the menu list.
- ✦ Click the **Mail Format** tab in the **Options** dialog box.
- ✦ Click the list arrow for the **Compose in this message format** box under the **Message format** area.
- ✦ Choose the format that is to be used for all messages that are sent from your e-mail.
- ✦ These are the three formats that were described earlier in this document.
- ✦ Click the check box for **Use Microsoft Office Word 2003 to edit e-mail messages** to remove the check mark if you want to edit your e-mail in a different format.
- ✦ Click the check box for **Use Microsoft Office Word 2003 to read Rich Text e-mail messages** to remove the check mark if you want to read your messages in a different format.



Internet Format

- ✦ Click the **Internet Format** button to make changes to determine how Internet messages will be displayed. Options here are:
 - ✦ How to display an HTML picture when an e-mail message is received.
 - ✦ How to handle Outlook Rich Text messages.
 - ✦ How many characters to allow before text is automatically wrapped in Plain Text format.
- ✦ Click the **Restore Defaults** button to restore any changes that were made back to the original formats.
- ✦ Once all the changes have been made in this dialog box, click **OK** to return to the **Options** dialog box.

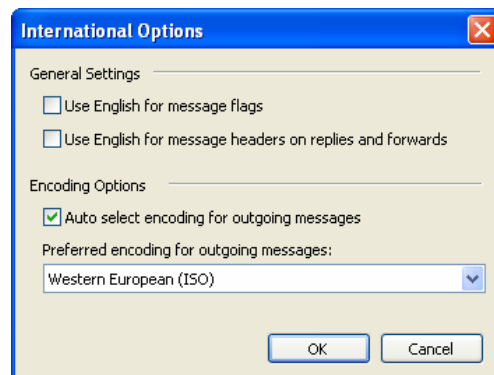


International Options

Support is included for a number of languages in Outlook. This means that messages can be read or sent in the specified language. The process used to accomplish this is called encoding. Encoding converts a message from plain text into code that can be read in another language.

To change the encoding for all messages that are sent and read:

- ✦ Click **International Options** in the **Options** dialog box.
- ✦ Under **Encoding Options**, clear the **Auto-Select encoding for outgoing messages** check box.
- ✦ In the **Preferred encoding for outgoing messages** list, select the preferred language.
- ✦ This will change the preferred encoding for all messages that you send.



Choosing Stationery

- ✦ Under **Stationery and Fonts**, click the **Use this stationery by default** box list arrow and choose **Stationery** from the list.
- ✦ To see a preview of the Stationery, click the **Stationery Picker** button.
 - ✦ Click on each of the **Stationery** formats to preview them.
 - ✦ When you have made your choice, click the **OK** button to exit the **Stationery Picker** dialog box.

Changing Fonts

- ✦ To change the Font attributes for sending and receiving messages, click the **Fonts** button in the **Options** dialog box.
- ✦ The **Fonts** dialog box will display (see illustration).
- ✦ Font changes can be made for the following:
 - ✦ When composing a new message.
 - ✦ When replying and forwarding.
 - ✦ When composing and reading plain text.
- ✦ Click the **Choose Font** button next to one or all of the above options.
- ✦ Another **Font** dialog box will appear which allows you to choose:
 - ✦ The type of font.
 - ✦ The size of the font.
 - ✦ The font style, such as **Regular**, **Bold**, **Italic**, or **Bold Italic**.
 - ✦ The color of the font.
- ✦ To choose the fonts for the chosen Stationery, click one of the following options under **Stationery Fonts**.
 - ✦ Use the font specified in stationery (if specified).
 - ✦ Use my font when replying to and forwarding messages.
 - ✦ Always use my fonts.
- ✦ When all the choices have been made, click the **OK** button.
- ✦ To exit the dialog box without saving the changes, click the **Cancel** button.

