

FORMATTING MESSAGES GLOBALLY




E-mail messages are sent in one of three formats: HTML, Plain Text, or Outlook Rich Text (RTF) format. Microsoft Outlook supports all three of these formats. The table below provides a description of each of these types of message formats.

Format	Description
HTML	This is the default format that Outlook uses. It supports text formatting, numbering, bullets, pictures, and backgrounds in the body of the message. Styles and stationery are also supported. Most of the popular e-mail packages use this format.
Plain Text	This format is supported by all e-mail programs. Messages created using Plain Text do not contain any formatting.
Outlook Rich Text Format (RTF)	This format supports formatting options such as text formatting, bullets, numbering, background colors, borders, and shading.

When messages are sent in HTML format, it is possible to enhance the appearance of the message by applying stationery and themes to the message background. When stationery is used, it is possible to specify the background, fonts, bullets, images, and other elements that can be used in outgoing e-mail messages. It is possible to choose from predefined stationery collection that comes with Outlook, to customize one of the patterns, create new stationery, or download new patterns from the Web. If Microsoft Word is used as the e-mail editor, it is possible to choose additional patterns that are available as Word themes.

By default text in Outlook, e-mail messages are formatted in 10-point Arial. This information can be changed.

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- ✦ Click the **Inbox** link on the **Navigation Pane**, if necessary.
- ✦ Click the **New Mail Message** button on the **Inbox** toolbar.
- ✦ The **Untitled Message** dialog box will appear.
- ✦ In the body of the message, input **Wow! Isn't this a great day?**
- ✦ Select the word **Wow** along with the exclamation point.
- ✦ Click the down arrow to the right of the **Font Size** box, and then click the size for the font. 
- ✦ Click the down arrow to the right of the **Font Color** box and pick a color for the font. 
- ✦ Click the down arrow to the right of the **Message format** box and then click the format for the message. The table above shows the format that are available in this list. 
- ✦ If Plain Text is chosen, a message box will appear saying that Plain Text does not support some of the formatting in the message.
- ✦ To bypass this warning in the future, click the **Don't show this dialog box again** check box before you click the **Continue** box.
- ✦ Click the **Continue** button.

- ✦ The text will lose the formatting that was applied and display the message in the default format.
- ✦ The **Formatting** toolbar will no longer be available, because Plain Text does not support any formatting options.
- ✦ Click the **Close** button on the **Untitled Message** window.