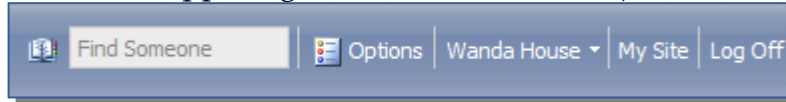


Messaging Options

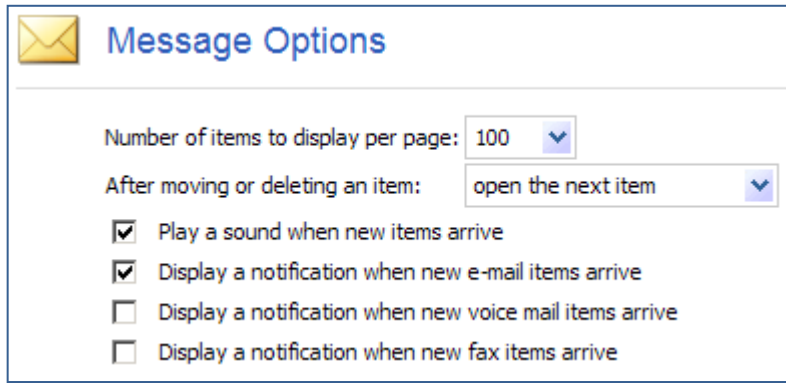
- Click the **Options** link in the upper right side of the window (see illustration below).



- Click the **Messaging** link on the left side of the window.
- The **Messaging** window will display.

Message Options

This section of the window contains options for displaying and handling new messages. The illustration below shows the items that are available in this section.



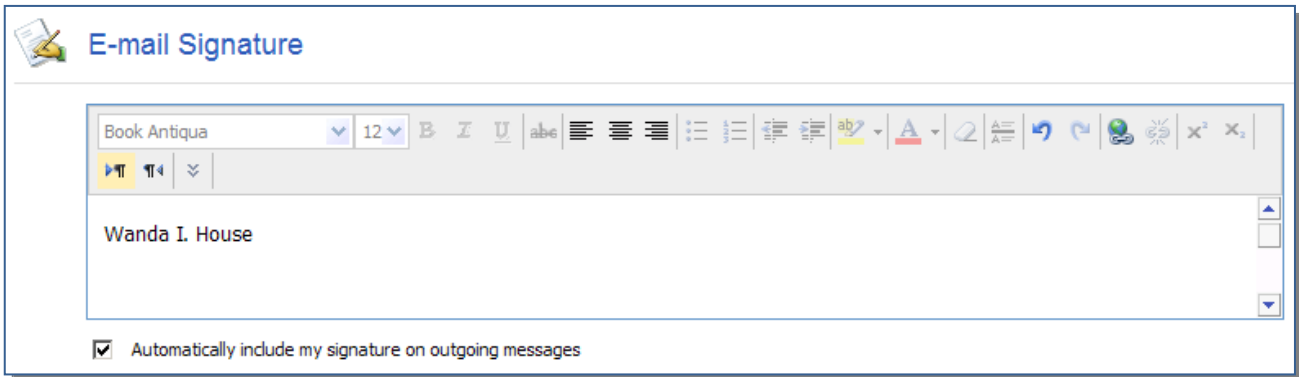
- To change the number of items to display in the window at one time:
 - Click the **Number of items to display per page** list arrow.
 - Select a number from the list.
 - The Maximum number of items that can be displayed is 100.
 - The higher the number, the longer it will take for each page to refresh.
- To indicate when to display when an item is moved or deleted:
 - Click the **After moving or deleting an item** list arrow.
 - Choose one of the items from the list. These options are:
 - Open the Previous Item** - Choose this option to have the previous item in the list displayed when a message is deleted or moved.
 - Open the Next Item** - To have the next item in the list displayed when a message is deleted or moved, choose this option.
 - Return to the View** - Choose this option when you want to return to the window from which the item was moved or deleted. When this option is chosen, the next item in the list will be selected, but will not be opened.
- To have a sound played when a new message arrives, click the check box for **Play a sound when new items arrive**.
- To display a notification message when new e-mail arrives, click the check box for **Display a notification when new e-mail items arrive**.
- Click the **Display a notification when new voice mail items arrive**, to receive a message when a voice mail arrives.
- Choose **Display a notification when new fax items arrive**, to be notified when a new fax arrives.

- When all the options have been selected, click the **Save** button (see illustration at right).



E-Mail Signature

This option is used to append a custom signature to each message that is sent, replied to, or forwarded.



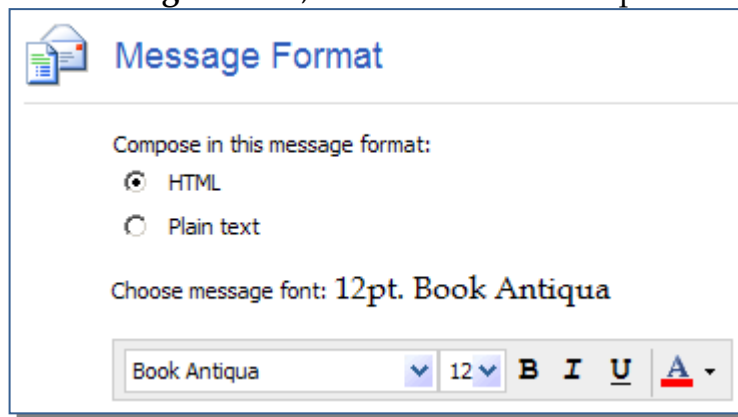
- In the **Signature Message** box, input and format the signature that is to be used.
- Below the **Signature Message** box, click the check box for **Automatically include my signature on outgoing messages** if the message is to appear on every message that is sent.
- When all the options have been selected, click the **Save** button (see illustration at right).



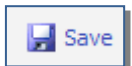
Message Format

This area of the window is used to determine the format for sending e-mail messages. It is also used to change the font type, font size, and font style for e-mail messages. The **Choose Message** toolbar is only available if HTML was chosen.

- Under **Compose in this message format**, click one of the two options.



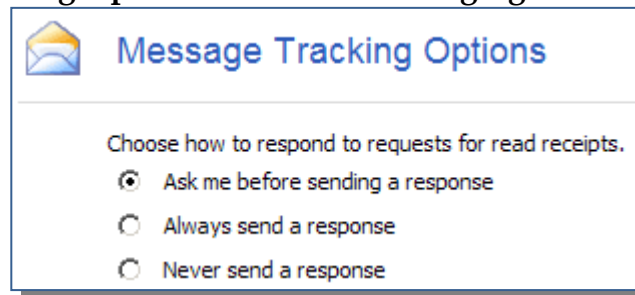
- Click the **Choose message font:**
 - In the **Font** list, choose the **Font Style**.
 - In the **Size** list, choose the desired size for the font.
 - Click one of the **Style** icons (**Bold**, **Italic**, **Underline**) to apply that formatting to the message.
 - To change the color of the font, click the **Color List Arrow** or the **Color Icon** to display a gallery of colors.
- When all the options have been selected, click the **Save** button (see illustration at right).



Tracking Options

This option is used to determine how Outlook Web Access response to e-mail messages for which the send requests a read receipt. A read receipt is a message that is sent back to the sender indicating that the message has been read.

🖥️ Scroll down the to **Tracking Options** area of the **Messaging** window (see illustration below).



🖥️ Three options for tracking messages are available. They are:

- ✦ **Ask me before sending a response** – This option should be selected when Outlook Web Access is to prompt you before a read receipt is sent. A message will appear in the infobar stating that the sender has requested a read receipt. This is the default setting.
- ✦ **Always send a response** – Use this option if Outlook Web Access is to automatically send a read receipt response to the sender whenever one is requested.
- ✦ **Never send a response** – Select this option if Outlook Web Access is to be prevented from sending a read receipt response to a sender who has requested one.

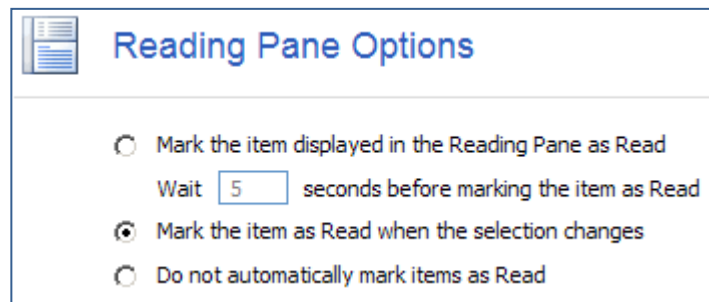
🖥️ When all the options have been selected, click the **Save** button (see illustration at right).



Reading Pane Options

This pane allows you to read items in Mail, Calendars, Contacts, and Tasks without opening the item. This area of the Messaging Options window is used to configure how Outlook Web Access handles unread messages.

🖥️ Scroll down to the **Reading Pane Options** section of the **Messaging Options** window (see illustration below).



🖥️ Click one of the option buttons within this area.

🖥️ When all the options have been selected, click the **Save** button (see illustration at right).

