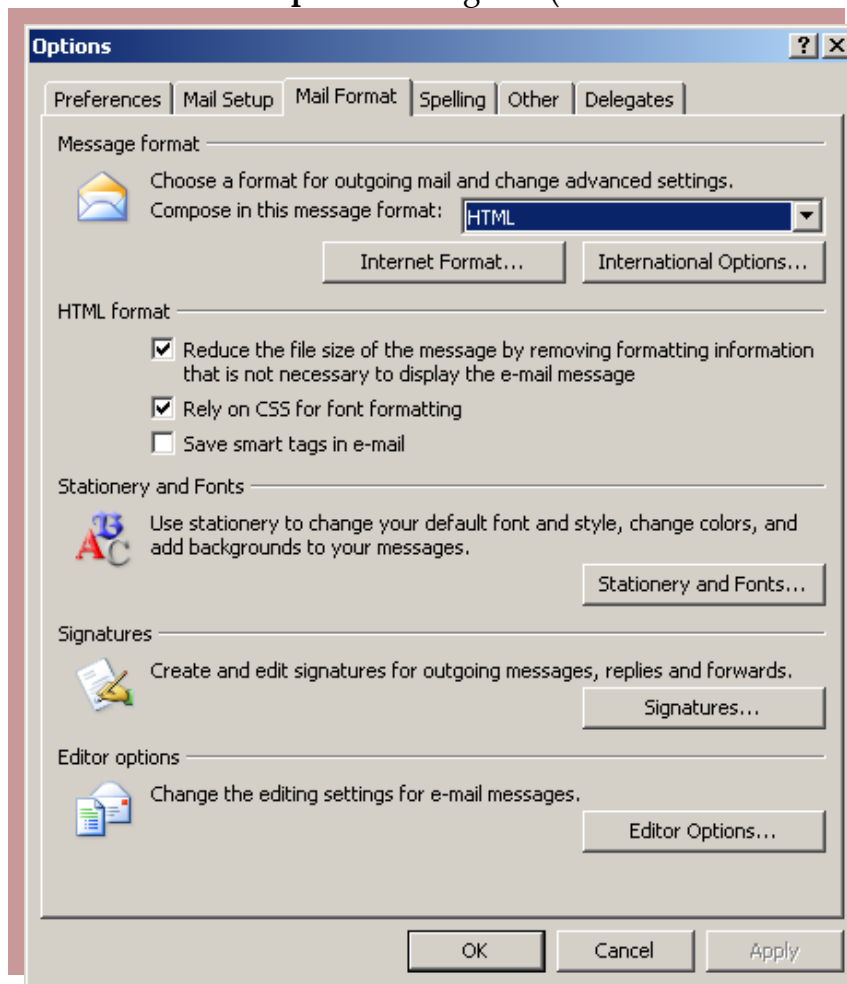


CHANGING E-MAIL FORMATTING OPTIONS

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.
- ✦ The **Options** dialog box will appear.
- ✦ Click the **Mail Format** tab in the **Options** dialog box (see illustration below).



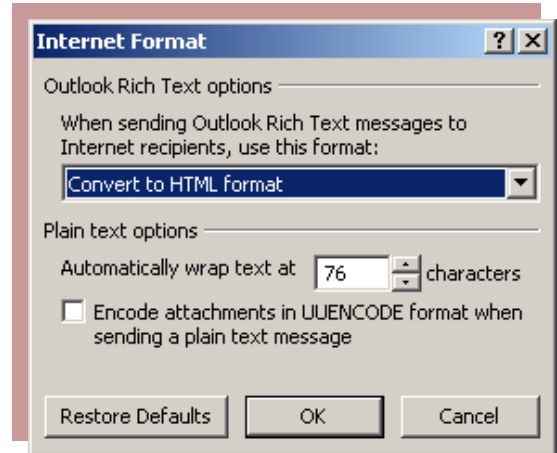
- ✦ Click the list arrow for the **Compose in this message format** box under the **Message format** area.
- ✦ Choose the format that is to be used for all messages that are sent from your e-mail.
- ✦ These formats are:
 - ✦ **HTML** – This is the default message format in Outlook. It supports text formatting such as bold, italics, underline, and color fonts. This is the best format to use when you want messages to be formatted with these features.
 - ✦ **Plain Text** – This is a format that all e-mail applications support. Plain text doesn't support bold, italics, underline, color fonts, or other text formatting.

- ✦ **Rich Text** – This format is only supported by Microsoft Exchange and Outlook formats. When a message is formatted in this format, it is automatically sent or received in HTML format.

✦ Under HTML format, click the desired options.

Internet Format

- ✦ Click the **Internet Format** button to make changes that determine how Internet messages will be displayed.
- ✦ The **Internet Format** dialog box will appear (see illustration at right).
- ✦ In the list box, select from:
 - ✦ Convert to HTML format.
 - ✦ Convert to Plain Text format.
 - ✦ Send using Outlook Rich 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.

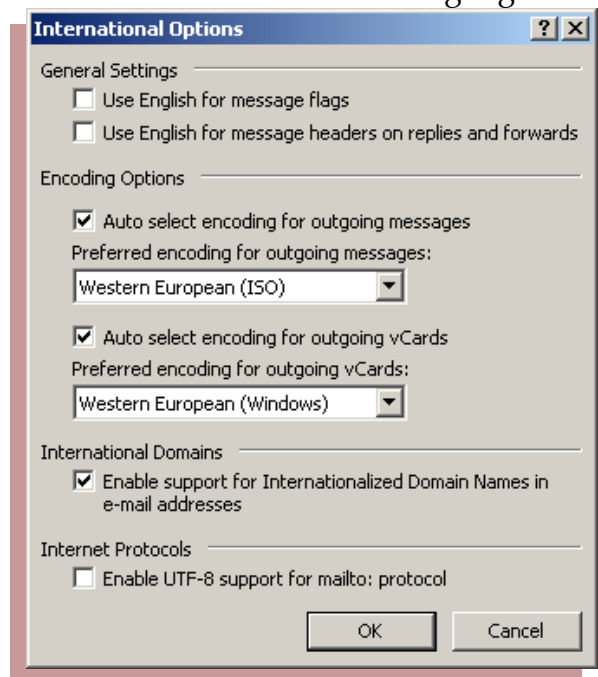


International Options

Support is included in Outlook for a number of languages. 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.

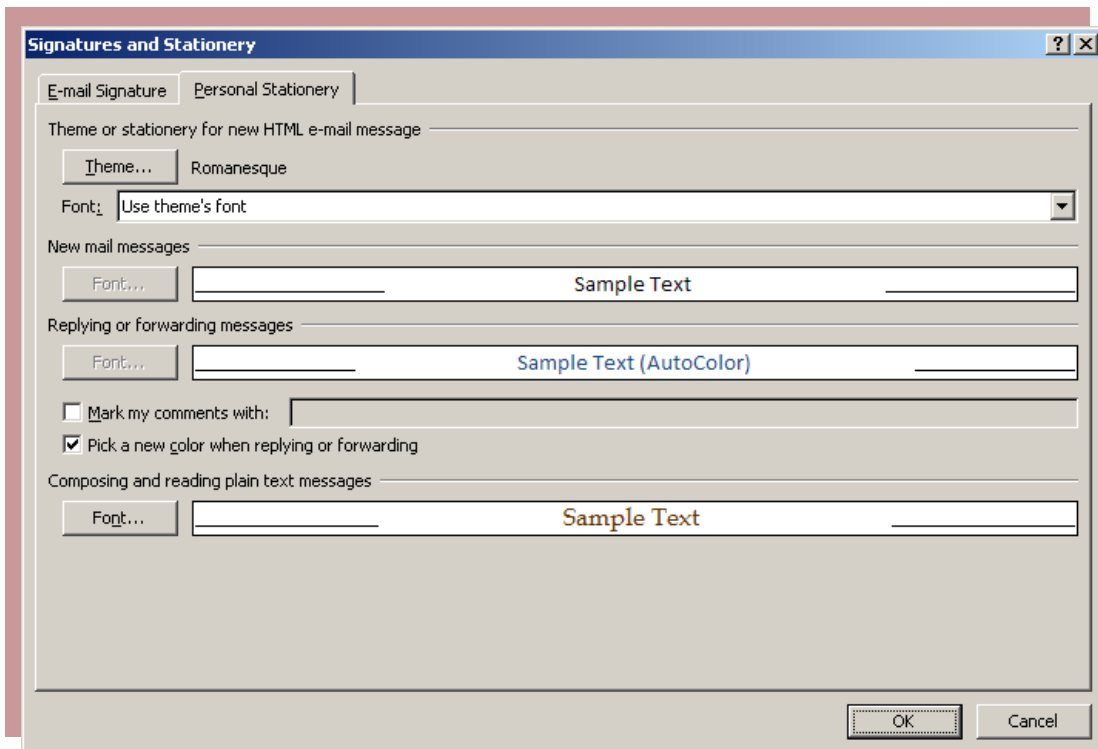
To change the encoding for all messages that are sent and read:

- ✦ Click **International Options** in the **Options** dialog box.
- ✦ The **International Options** window will display (see illustration at right).
- ✦ Under **General Settings**, click either or both of the options.
- ✦ 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.
- ✦ Make any other desired changes in this dialog box.
- ✦ Click the **OK** button to exit the dialog box and return to the **Options** dialog box.

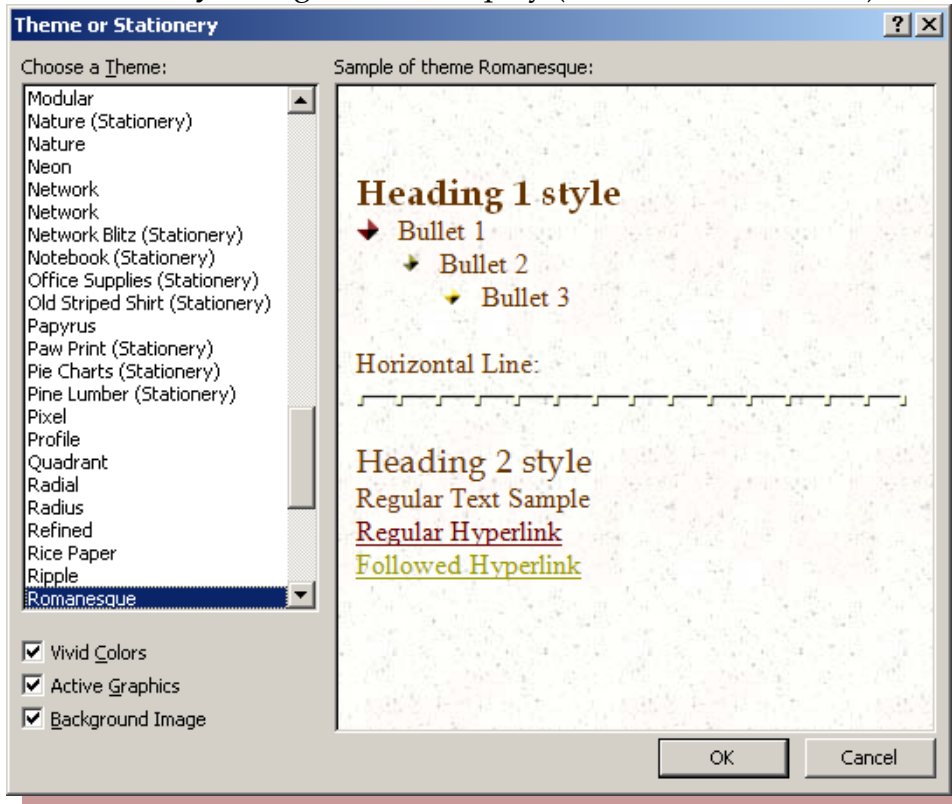


Stationery and Fonts

- ✦ Click the **Stationery and Fonts** button in the **Options** dialog box.
- ✦ The **Signatures and Stationery** dialog box will display (see illustration top of next page).
- ✦ The **Personal Stationery** tab should be selected.



- ✦ To select a theme for the stationery, click the **Theme** button.
- ✦ The **Theme or Stationery** dialog box will display (see illustration below).

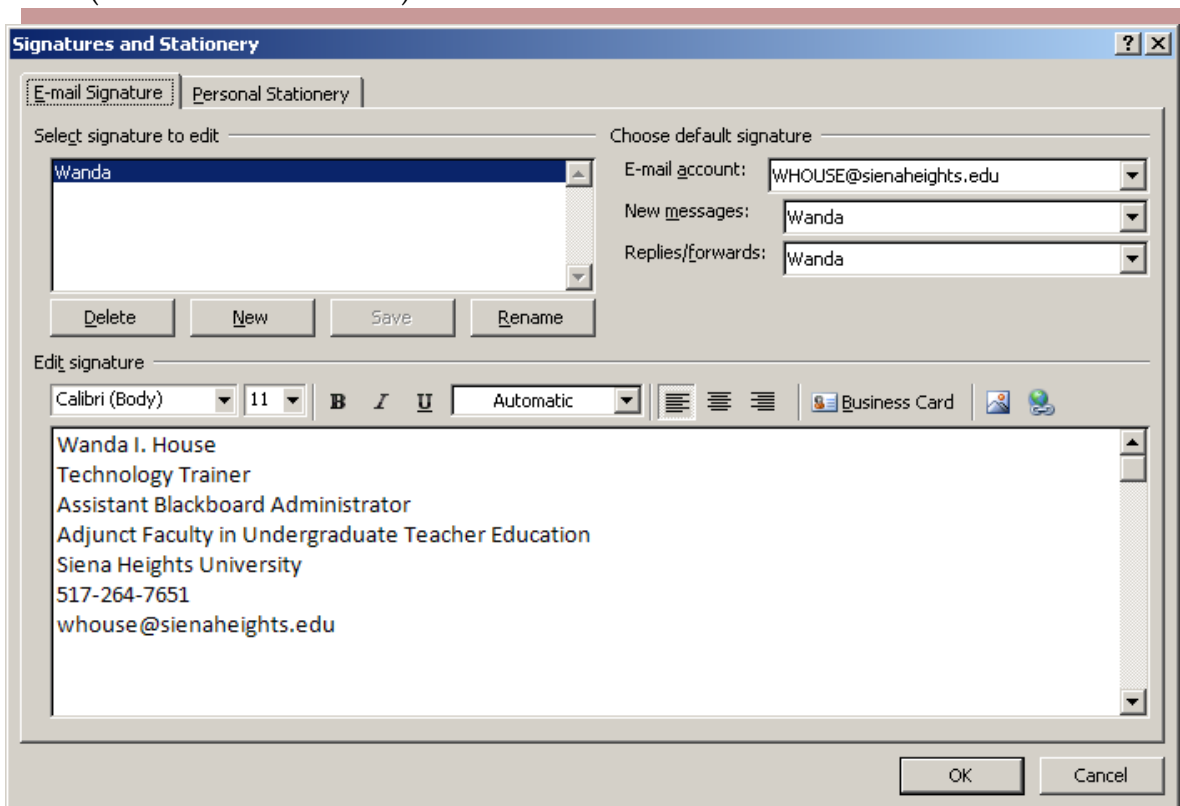


- ✦ Click on each of the themes to display a view of the theme.
- ✦ Click the desired theme in the list.
- ✦ Click the **OK** button to apply the theme.

- ✦ Click the **Font** arrow to choose from one of the three options. These are:
 - ✦ Use theme's fonts (This is the default option.)
 - ✦ Use my font when replying and forwarding messages.
 - ✦ Always use my fonts.
- ✦ Depending on the option chosen above, change the fonts for the messages.
- ✦ If the font option is not pertinent to the theme chosen, it will not be available for changes.
- ✦ When all the changes have been made, click the **OK** button to return to the **Options** dialog box.

Create New Signature

- ✦ Click the **Signatures** button.
- ✦ The **Signatures and Stationery** dialog box will display with the **E-mail Signatures** tab selected (see illustration below).



- ✦ To add a **Signature**, click the **New** button.
- ✦ The **New Signature** dialog box will display (see illustration at right).
- ✦ In this dialog box, input a name for the signature.
- ✦ Click the **OK** button.
- ✦ In the **Edit Signature** box, input the information for the signature.
- ✦ Click the **OK** button to return to the **Options** dialog box.



Edit Signature

- ✦ Click the **Signatures** button in the **Options** dialog box.
- ✦ The **Signatures and Stationery** dialog box will display.
- ✦ Click the **Signature** that is to be changed in the **Select signature to edit** box.
- ✦ Make the necessary changes to the **Signature**.

- ✦ Click the **Save** button.
- ✦ Click the **OK** button to return to the **Options** dialog box.
- ✦ Click the **OK** button to exit the **Options** dialog box.