Lesson 5 Specifying Message Options & Format Text.

In this lesson you will learn that your emails can have special information on how you would like them to be handled.

You can mark messages as urgent, specify a mail tracker for all messages or request.

That your messages be encoded so that they can only be read by the intended receiver/s.

Set Message Priority

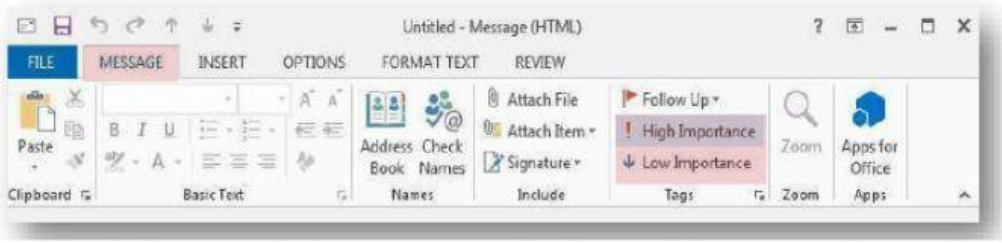
If the intended receivers of a message receives a lot of messages on a *daily basis*, specify your message as **important** so that it will stand out in the receivers **Inbox.**

1. In the *Message window*, *click* the **MESSAGE** tab on the **Ribbon.**
2. *Click* the *High Importance* or *Low Importance* button in the **Tags** group

High Importance : *Inserts* a red exclamation point next to the message subject.

Low Importance: Inserts a blue, download-pointing arrow next to the message subjects**. (1)**

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Mail Tracker.

This is a very useful and worthy tracking system that keeps you notified of the mail being read or unread.

A mail tracker report is sent for 72 hours if the message not read. Should it be read after this the tracker will send a message saying it was read then.

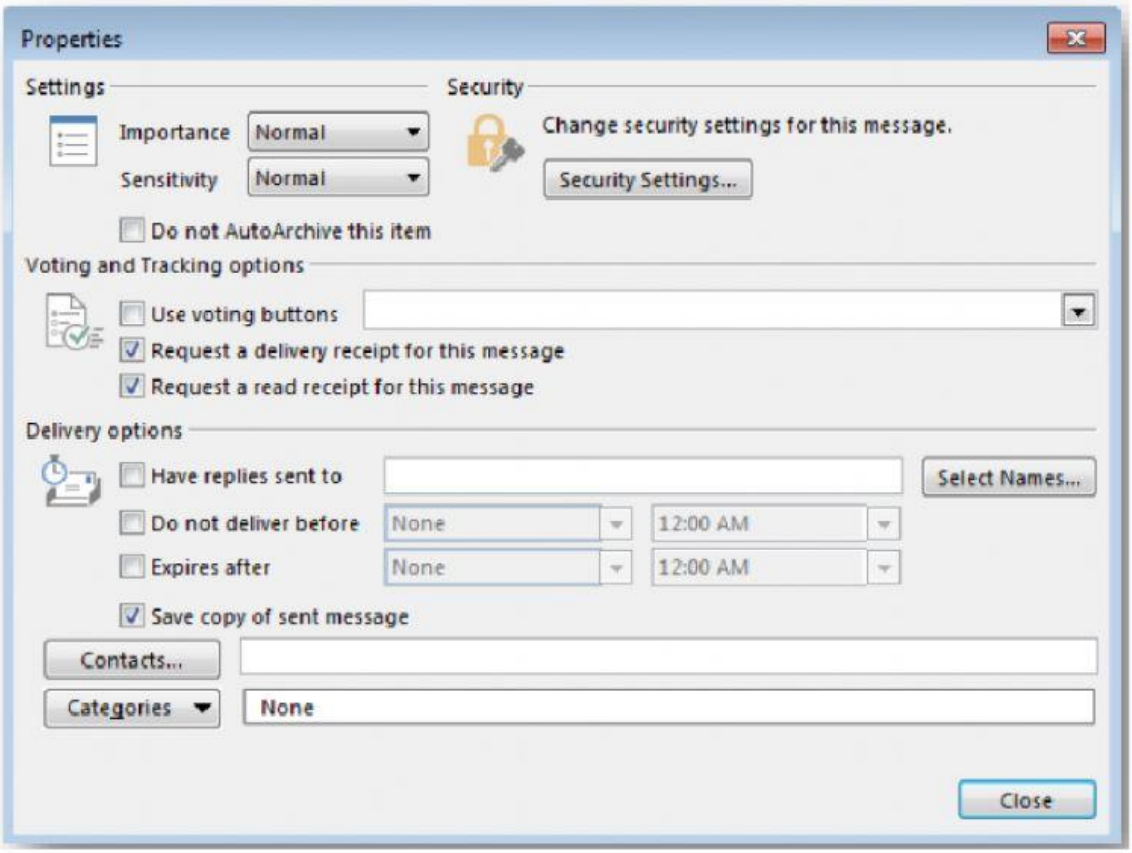
The table below gives you a list of what each request will show on the mail. 2

Importance	Specifies whether the message is of high, normal, or low importance.
Sensitivity	Displays a tag indicating how the recipient should treat the message.
Security Settings	Encodes the message so it is not readable by anyone except the intended recipient(s).
Use voting buttons	Allows the recipient to quickly answer a sender's question by use of voting buttons. Outlook can then tabulate the results of the vote for the sender.
Request a delivery receipt	Returns a message to you verifying the date and time the message arrived at the Inbox of the recipient.
Request a read receipt	Returns a message to you verifying the date and time the message was opened by the recipient.
Have replies sent to	Sends all replies to the message to someone else, such as an assistant.
Do not deliver before	Waits to send the message until the date and time you specify.
Expires after	Makes the message unavailable after a specified date and time.
Save sent message to	Saves a copy of the sent message in the specified folder.

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All of the settings can be found in your properties in Outlook.



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Formatting Text

Outlook can send and receive email messages in three message formats.

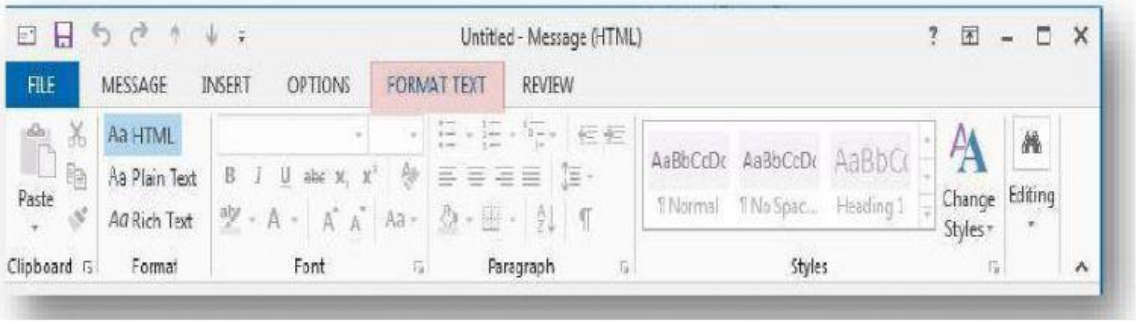
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HTML: Supports paragraph styles (including numbered and bulleted lists), character styles (such as fonts, sizes, colors, weight), and backgrounds (such as colors and pictures). Most (but not all) email programs support the HTML format. Programs that don't support HTML display these messages as Plain Text.

Rich Text: Supports more paragraph formatting options than HTML, including borders and shading, but is compatible only with Outlook and Exchange Server. Outlook converts Rich Text messages to HTML when sending them outside of an Exchange network.

Plain Text: Does not support the formatting features available in HTML and Rich Text messages but is supported by all email programs.

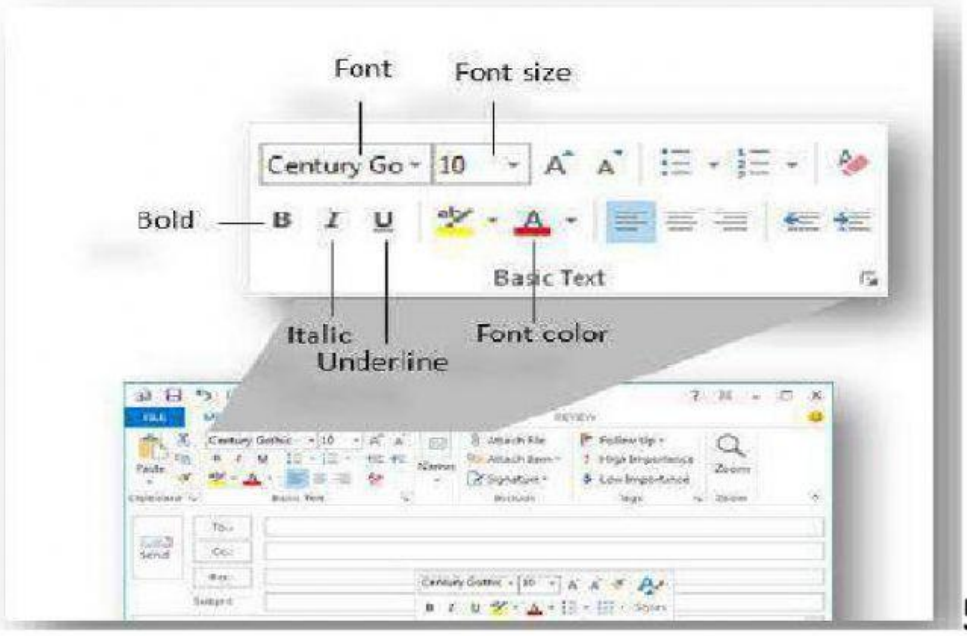
*You cannot format message text if your message format is set to Plain Text. To see which message format you are using, click the **FORMAT TEXT** tab on the Ribbon.*



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You may customize your messages with different fonts and styles for different emails.

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Questions

1. **What are the different formatted texts?**

2. **Can you format your message text if it is set on Plain?**

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