Set the format for email

You can set whether you want to compose your email so that it is formatted in HTML (like a web page, for example so that web addresses will be shown as"links") or as plain or rich text(formatted with bold, etc).

1. Click the Tools menu and click Options to open a dialog box.
2. Click the Mail Format tab.
3. Click the arrow on the box next to "Compose in this message format." You have the choice of HTML, Rich text or Plain text. Most people select HTML. Keep the Mail Format dialog box open.

Set the default font type, size and color You can set your fonts for composing a message, replying or forwarding a message and composing and reading plain text.

1. In the Stationery and Fonts section, click the Fonts button to open a Fonts dialog box.
2. Click the Choose Font button in each section, in turn, to open a Font Selection box.
3. Select the Font, Style, Size and Color.
4. Then click OK to close that box.
5. On the Fonts dialog box, click, if necessary, to place a checkmark in the box next to "Automatically display rich text in draft font when using high contrast."
6. Then click OK to close the Fonts dialog box.
7. Click OK to close the Mail Format dialog box.

Set options for reply and forward text in messages

You can set options to include, or attach, the text of messages you reply to or forward and you can set indenting or prefixing options to set apart the part of the message that you are replying to or forwarding.

1. Click the Tools menu and click Options to open a dialog box.
2. Click the Preferences tab, if it is not already open.
3. Click the E-mail options button to open an E-mail Options dialog box. In the Replies and Forwards section there are two drop-down menus with options for each.
4. Click the arrow on the box below "When replying to message" and click to make a selection from the following:

Do not include original message Attach original message Include original message Include and indent original message

Prefix each line of original message

Note:If you choose the last option, then the box below "Prefix each line with" becomes available and you can type a character such as > or anything you want to appear before each line of text in the original message.

5. Repeat Step 4 for the "When forwarding a message" options.
6. You may also click to place a checkmark next to "Mark my comments with" and then type your name or some other text to denote any comments you make within the message.

7. Click OK to close the E-mail Options dialog box.
8. Click OK to close the Options dialog box.

Modify what happens when you move or delete an item in your Inbox

Outlook is set to always return to the Inbox after you move or delete an open message. You can change that.

1. Click the Tools menu and click Options to open a dialog box.
2. Click the Preferences tab, if it is not already open.
3. Click the E-mail options button to open an E-mail Options dialog box.
4. In the Message handling section at the top, "After moving or deleting an open item," click to select one of the options:

Return to the inbox Open the previous item Open the next item Set what happens when you compose or send email and how you view email

You may also select other options in the Message handling section.

5. Click in each check box to check or uncheck the following:

Close original message on reply or forward Save copies of messages in Sent Items folder Automatically save unsent messages Remove extra blank line breaks in plain text messages

Read all standard mail in plain text.

6. When you have made your choices, click OK to close the E-mail Options dialog box.
7. Then click OK to close the Options dialog box.

Set alerts for new email

You can set various alerts to notify you that you have unopened email messages.

1. Click the Tools menu and click Options to open a dialog box.
2. Click the Preferences tab, if it is not already open.
3. Click the E-mail options button to open an E-mail Options dialog box.

4. Then click the Advanced E-mail options button to open another dialog box.
5. In the When new items arrive in my Inbox section in the middle, click in each check box to check or uncheck the following:

Play a sound Briefly change the mouse cursor Show an envelope icon in the notification area (the system tray of the taskbar at the bottom of your monitor screen)

Display a New Mail Desktop Alert (default Inbox only)

6. Click OK on each of the open dialog boxes to close them.