

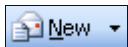
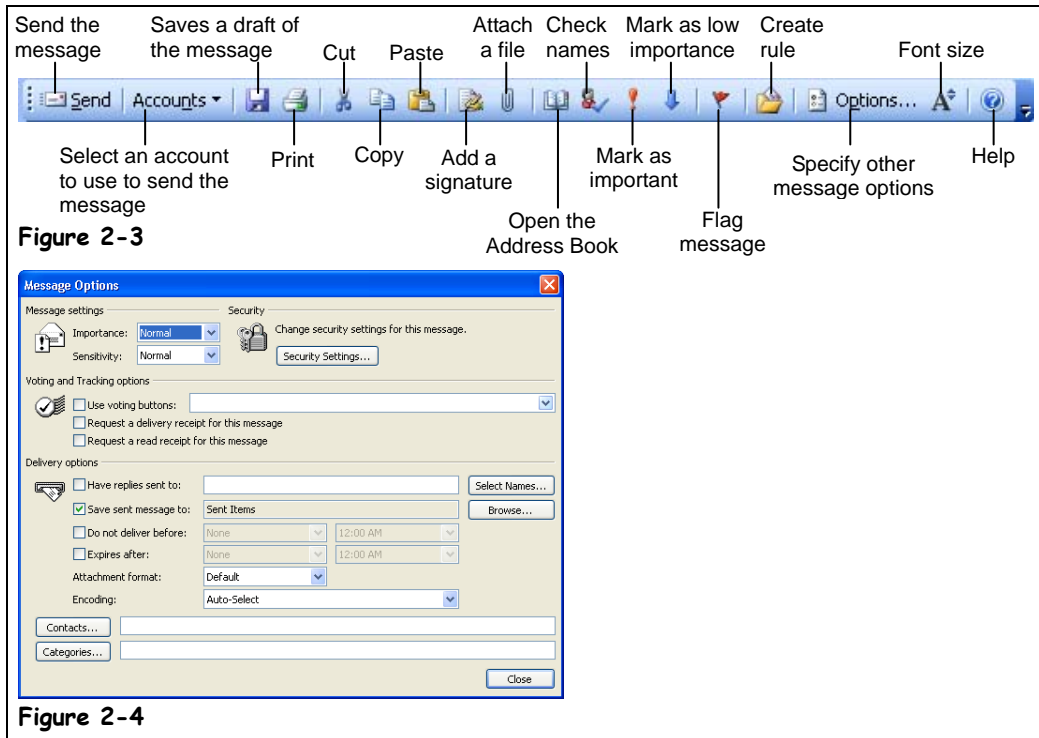
Lesson 2-2: Specifying Message Options

Figure 2-3

The Standard toolbar.

Figure 2-4

The Message Options dialog box lets you specify such options as the message's level of importance and sensitivity.



New Mail Message button

Other Ways to Compose a Message:

- Select **File** → **New** → **Mail Message** from the menu.
- Press **<Ctrl> + <Shift> + <M>**.



Other Ways to Change a Message's Options:

- Select **View** → **Options** from the menu.

Most of the letters you mail are probably delivered by the postal service and require a first-class stamp. Sometimes you may need to mail a letter or package that requires special delivery options, such as parcel insurance, certification that the letter was received, or overnight delivery. Similarly, you can specify options for your e-mail messages. You can mark messages as urgent, specify a delivery receipt for e-mail messages, or request that messages be encoded so that they can only be read by the intended recipient(s).

1. Click the **New Mail Message button** on the toolbar.

First, we'll compose another e-mail message to ourselves...

2. Create the following e-mail message:

To: (Enter your own e-mail address here)

Subject: Help from Timbuktu!

Body: Please send money and start trying to get me another passport! I lost my wallet!

Options button

An e-mail message this important needs some special delivery options! To specify options for an e-mail message, click the Options button on the toolbar.

3. Click the **Options button** on the toolbar.

The Message Options dialog box appears, as shown in Figure 2-4. Table 2-2: *Message Options* describes the various settings you'll see in the Message Options dialog box.

NOTE: If you are using Outlook in an Internet Only environment, some of the options will not appear in the Message Options dialog box.

You want to mark this message as urgent, and you want to receive notification of when the message is delivered and when the recipient opens the e-mail to read it. Let's start with marking the message as high importance.

4. Click the **Importance list arrow** and select **High**.

Actually, you don't have to open the Message Options dialog box at all to mark a message as urgent. Simply click the Importance: High button on the toolbar instead. Next, you want to request both a delivery receipt and a read receipt for the message. Here's the difference between the two:

- **Delivery Receipt:** Outlook will send you notification when the message is successfully delivered to the recipient (which is usually almost instantaneous).
- **Read Receipt:** Outlook will send you notification when the recipient opens and (hopefully) reads the message.

5. Check both the **Request a delivery receipt for this message** and the **Request a read receipt for this message** boxes.

Those are all the options we need for this particular e-mail.

6. Click **Close** to close the Message Options dialog box.

Let's send our urgent message!


7. Click the **Send** button on the toolbar.

Depending on how Outlook is configured on your computer, you may have to perform the next step to send the e-mail message out immediately.

8. Click the **Send/Receive** button on the toolbar.

Outlook sends all the messages that are stored in the Outbox folder and retrieves any new e-mail messages it finds on the e-mail server.

Other Ways to Mark a Message as Urgent:

- Click the  **Importance: High** button on the toolbar.



Send button

Other Ways to Send an E-mail:

- Press <Alt> + <S>.



Send/Receive button

Table 2-2: Message Options

<i>Option</i>	<i>Description</i>
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 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.
Have replies sent to	Sends replies to this message to someone else, such as an assistant.
Request a delivery receipt for this message	Returns a message to you verifying the date and time the message arrived at the Inbox of the recipient.
Request a read receipt for this message	Returns a message to you verifying the date and time the message was opened by the recipient.
Save sent message to	Saves a copy of the sent message in the specified folder.
Do not deliver before	Keeps the message in your Outbox folder until the date and time you specify.
Expires after	Makes the message unavailable after the specified date and time.

Quick Reference

To Specify Message Options:

1. Click the **New Mail Message** button on the toolbar and create the message.
2. Click the **Options** button.
3. Specify the message options and click **OK**.

To Mark a Message as Urgent:

- Click the **Importance: High** button on the toolbar.