

**REMINDER:** Emailed to a group account. Do NOT reply using the email group account.

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WHAT's New?



**Changing Email Format in Outlook**

Microsoft Outlook enables its users to send and receive their emails in three types. These three email types are:

- **HTML**
- **Rich Text**
- **Plain Text**

Each email type has its own characteristics that differentiate it from the other. An Outlook user can change the email type in just a few steps.

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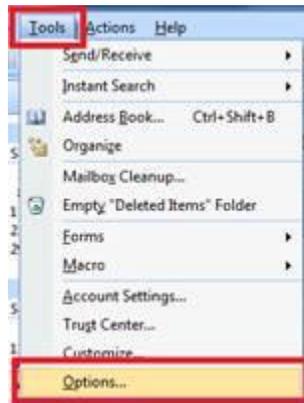
OK    Cancel

## MS OUTLOOK EMAIL TYPES

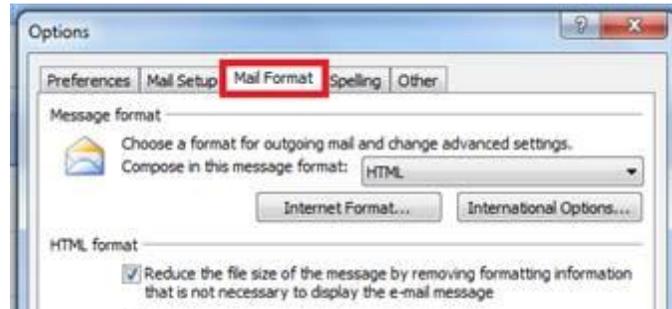
- **HTML** email allows user to easily insert HTML tags, such as images, links, forms or scripts, into outgoing email messages. It also allows incoming email messages with HTML tags to be viewed properly.
- **Rich Text** email offers options like bold, italics and underlined. It also allows the use of Bulleting and paragraph alignment.
- **Plain Text** email is considered as the safest type of email. If a user sends or receives email messages in plain text, that user may have the assurance that no trojan, virus, or scripting can occur with that email. Plain text is simply plain text where you can only type your message with no formatting at all.

## STEPS IN CHANGING EMAIL FORMAT IN OUTLOOK

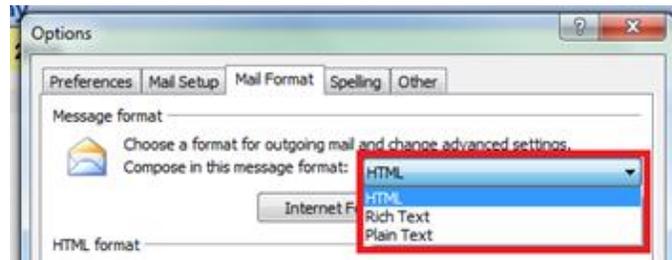
1. On the **Tools** menu, choose **Options**.



2. The **Options** dialog box will appear. Click the third tab, **Mail Format**.



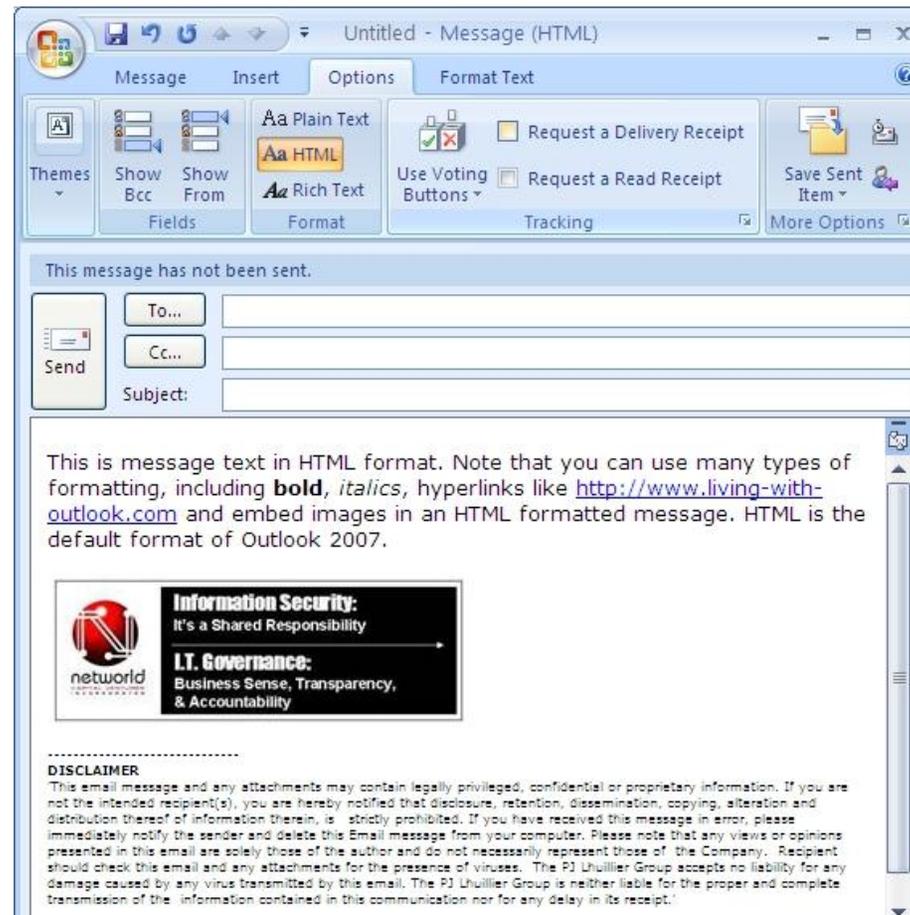
3. In the drop-down menu, you have three options: **HTML**, **Rich Text**, **Plain Text**.



4. Select the Email Type you want then click Ok.



## HTML Email sample:



## Rich Text Email sample:



## Plain Text Email sample:

