

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

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:

	Aa Plain Text	Request a	Delivery Receipt	e i e	3
Themes Show Show Bcc From	Aa HTML Aa Rich Text	Use Voting 📄 Request a	Read Receipt	Save Sent 2	4
Fields	Format	Tracking	F9	More Options	6
This message has not be	een sent.				
To					
					-1
Send Subject:					-1
					5
default format of d Informat It's a Shar It's a Shar It's a Shar It's a Shar It's a Count DISCLAIMER This email message and any i not the intended resist(s), distribution thereof of informat immediately notify the sender	Outlook 2007. ion Security: red Responsibility rizince: Sense, Transparency tability attachments may contr you are hereby notifies tion therein, is strictly and delete this Email left the set of the author ry attachments for the	sin legally privileged, confidential that disclosure, retention, disser prohibited. If you have received message from your computer. Pit rand do not necessarily represent presence of viruses. The PJ Lhui	or proprietary informati nination, copying, alter fils message in error, p ase note that any view those of the Company liker Group accepts no li u bub of the company	ion. If you are stion and please rs or opinions y. Recipient sbillfy for any	

Rich Text Email sample:



Plain Text Email sample:

hemes	Show Show Bcc From	Aa Plain Text Aa HTML Aa Rich Text	Use Voting Request a Read Receipt	Save Sent &
	Fields	Format	Tracking	More Options Te
Send	Cc			
This litt Howe hype orga redu soft	is the sam le formattin ver, Outlool rlinks like nizations mu ce the chan- ware.	e message t ng ability k may still <u>http://www</u> ake their u ce that mes	ext in Plain Text format. It p beyond the use of spaces and t convert valid Internet addres <u>living-with-outlook.com</u> . Some sers work with Plain Text form sages will carry viruses or ot	gives you tabs. sses into ther bad