

Email

NEW! Automatically Saving Message Drafts

By default, unfinished messages are saved to your **Drafts** folder every three minutes. You will also be prompted to save a draft if you attempt to close an email without sending it.

1. Click on the **File** menu.
2. Select **Options** in the left pane.
3. Click on **Mail**.
4. In the **Save messages** section, do any of the following:
 - To send messages to a folder other than the **Drafts** folder, click the arrow on the **Save to this folder** box and select a folder from the resulting menu.
 - To change how often unfinished messages are automatically saved, enter a number in the **minutes** box.
 - If you do not want to automatically save unfinished messages, clear the **AutoSave items every** box.
5. *Optional:* Select other options.
6. Click the **OK** button when you are finished.

NEW! Changing the Message Format

You can customize the default format with which you create messages.

1. Click on the **File** menu.
2. Select **Options** in the left pane.
3. Click on **Mail**.
4. Click on the **Compose messages in this format** box and select an option from the resulting menu.
5. Click the **Save** button to save the template.

Setting Message Importance and Sensitivity

You can change the default message importance and sensitivity.

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Click on **Mail**.
4. In the **Send messages** section, click the arrow on the **Default Importance level** box and select an importance level from the resulting menu.
5. In the **Send messages** section, click the arrow on the **Default Sensitivity level** box and select a sensitivity level from the resulting menu.
6. Click the **OK** button when you are finished.



*Note: To change the importance level or sensitivity for an individual message, click the **Show the Message Options** dialog box launcher in bottom-right corner of the **Tags** group in an open message. Make selections in the **Settings** section. You can also click the **High Importance** or **Low Importance** button in the **Tags** group to quickly set the importance level.*

Forgotten Subjects

If you click **Send** in a message without entering a message subject, a message will appear, alerting you that you have not entered a message subject. To add a subject, click the **Don't Send** button. To send without a subject, click the **Send Anyway** button.

Adding Voting Buttons to an Email

You may want to include voting buttons to make decisions between multiple people. Outlook will tally the responses to quickly and easily view the outcome.

1. Create or open the message you want to add voting options to.
2. Click on the **Options** tab.
3. Click the **Use Voting Buttons**  button in the **Tracking** group.
4. Do one of the following:
 - To select a default set of options, select a voting option set from the resulting menu such as **Approve; Reject, Yes;No, and Yes;No;Maybe**.
 - To create your own custom voting options, select **Custom** from the resulting menu. Enter your own suggested options in the **Use voting buttons** box, separating multiple options with a semi-colon.
5. When the buttons are added, an information banner will appear in your message. Click the **Send**  button to send the options to your recipients.

*Note: Your recipient will be able to vote by clicking the **Vote** button in the **Respond** group. They can access the **Respond** group by double-clicking the email to open it.*

Viewing Voting Responses

When you start receiving responses, answers will appear in the subject line of the reply. To see a full account of the responses, you can use the **Tracking** tab.

1. Click on the **Sent Items** folder in the **Navigation Pane**.
2. Double-click the original voting buttons message.
3. Right-click on the **The sender responded:** banner and select **View voting responses**. A window will open displaying your **Reply Totals** and a summary of recipient responses.

| | |
|--|---------------------------|
| This message was sent on 10/14/2014 1:38 PM. Reply Totals: Maybe 1; Yes 0; No 0 | |
| Recipient | Response |
| delic@quicksourselearning.com | Maybe: 10/14/2014 1:49 PM |

Using AutoComplete

When you have AutoComplete enabled, Outlook automatically completes any name that you have used before when you begin to enter the name in the **To**, **Cc**, or **Bcc** box. Select the name that you want to use from the list that appears to have Outlook finish the name for you. Names that you use less frequently will be moved down on the list and eventually disappear completely.

Enabling or Disabling AutoComplete

When you have AutoComplete enabled, Outlook automatically completes any name that you have used before when you begin to enter the name in the **To**, **Cc**, or **Bcc** box.

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Click on **Mail**.
4. In the **Send messages** section, check or clear the **Suggest names while completing the To, Cc, and Bcc fields** box.
5. *Optional:* To clear the Auto-Complete list, click the **Empty Auto-Complete List** button and click the **Yes** button in the dialog box that appears.
6. Click the **OK** button.