

E-mail

Automatically Saving Message Drafts

By default, unfinished messages are saved to your Drafts folder every three minutes.

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 **AutoSave items in** 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.

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 **Message settings** section. You can also click the **High Importance** or **Low Importance** button in the **Tags** group to quickly set the importance level.*

NEW! Forgotten Subjects

If you click **Send** in a message without entering a message subject, an 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.

Using Voting Features

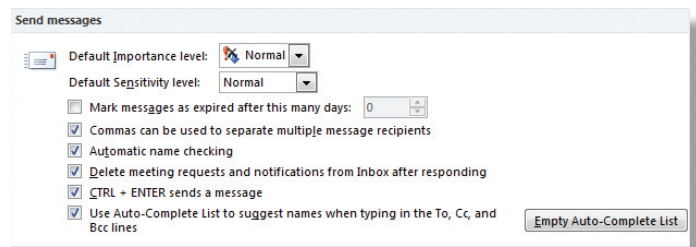
1. Create or open the message you want to add voting options to.
2. Click on the **Options** tab.
3. Click the **Using Voting Buttons** button in the **Tracking** group.
4. Do one of the following:
 - To select a default set of options, select voting option set from the resulting menu.
 - To create your own custom voting options, select **Custom** from the resulting menu. Enter your own options in the **Use voting buttons** box, separating multiple options with a semi-colon.

*Note: To track voting responses, click the **Info Bar** in an open reply message and select **View voting responses** from the resulting menu.*

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.



Enabling or Disabling Automatic Name Checking

When you have automatic name checking enabled, Outlook automatically checks your Address Book for a name when you begin to enter it 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 **Automatic name checking** box.
5. Click the **OK** button.

Checking Names

1. Click the **New E-mail** button in the **New** group.
2. Enter a portion of the name in the **To** box.
3. Click the **Check Names** button in the **Names** group.
4. Select the name you want to add to the message.
5. Click the **OK** button.



Creating an E-mail Template

1. Click the **New E-mail** button in the **New** group.
2. *Optional:* Enter a subject in the **Subject** box.
3. Enter and format the message text you want to include in the template.
4. Click on the **File** tab.
5. Select **Save As** in the left pane.
6. Enter a name for the template in the **File name** box.
7. Click the arrow on the **Save as type** box and select **Outlook Template** from the resulting menu.
8. Select a location to save the file.
9. Click the **Save** button. (The file will be saved as an .oft file.)
10. Click the **Close** button.
11. Click the **No** button.