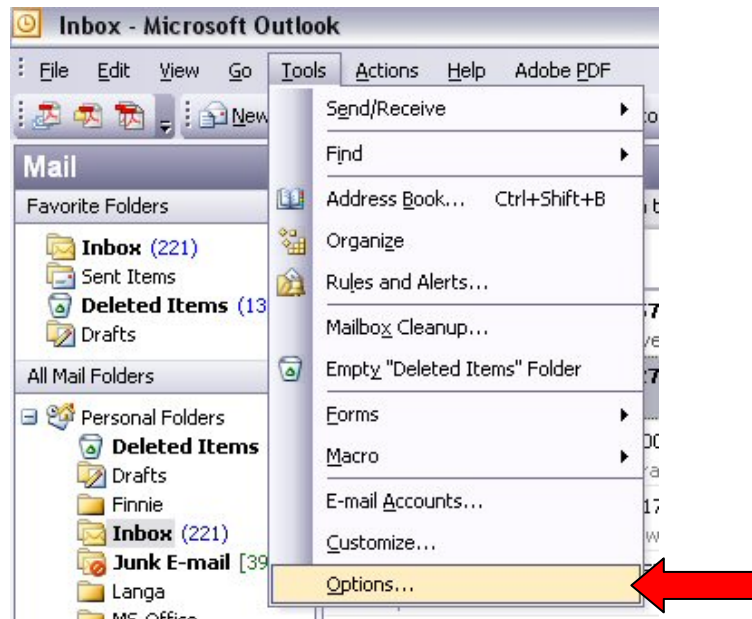
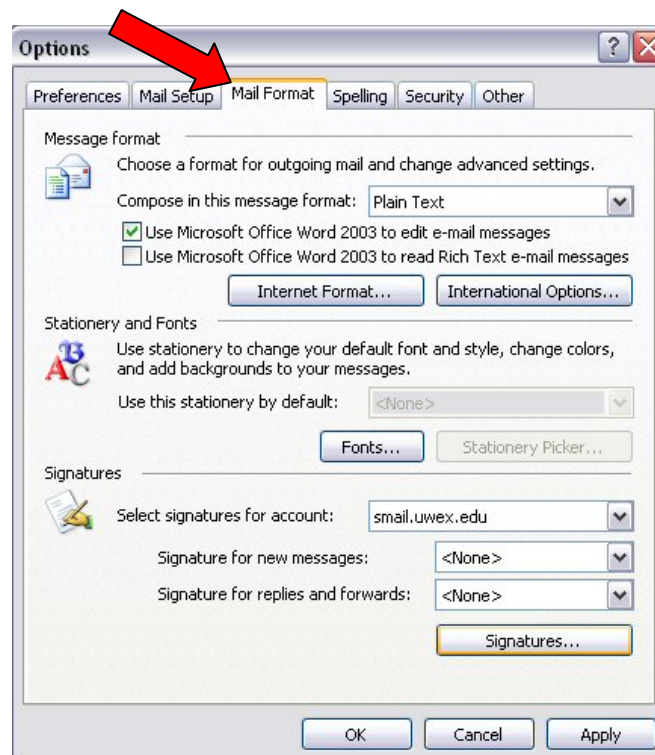


Outlook 2003: Changing Mail Format Settings

1. You can adjust many of the mail format settings in Outlook to customize it for your use. To adjust the Mail Format settings, click **Tools** on the menu bar and then click **Options** in the drop-down menu.

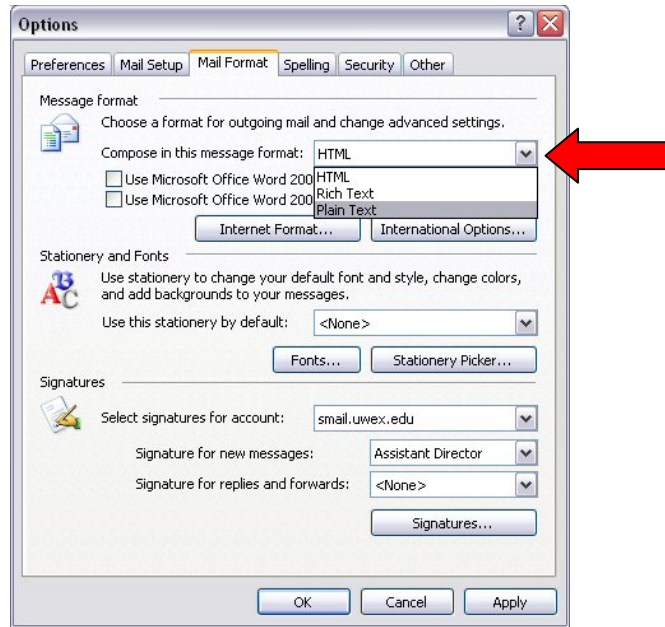


2. Click the **Mail Format** tab.

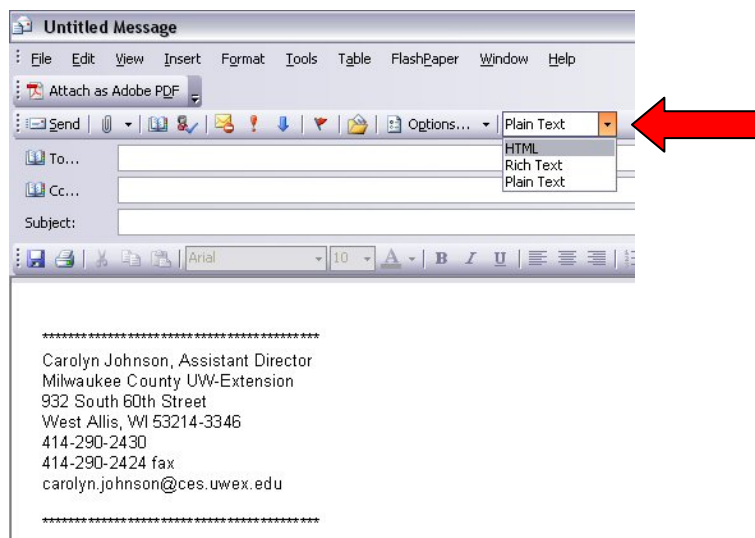


HTML vs. Plain Text

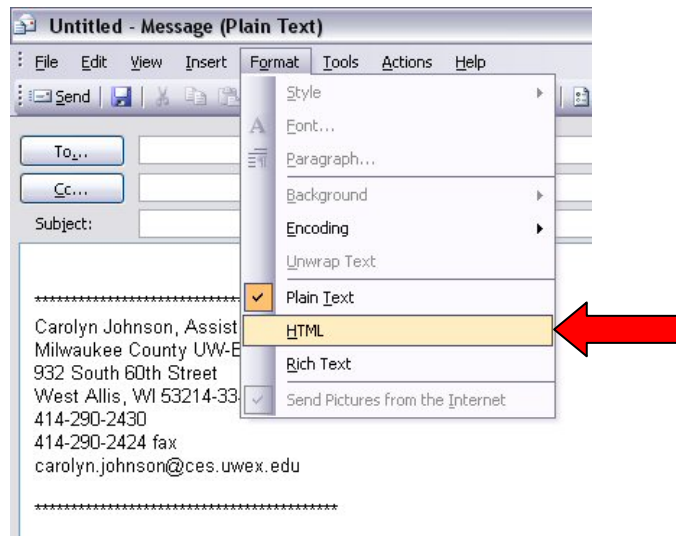
- By default, Outlook is set to compose messages in HTML format. This allows you to use different colors, bold, underline, etc. to format your messages. If you commonly use this kind of formatting, you should leave the default message format set to HTML. However, if you send a lot of messages with attachments, you may want to change the default message format to Plain Text. Attachments are more likely to be delivered successfully if the message is composed as plain text.



- If the default message format is not appropriate for a given message, you can change the format for that specific message while you are composing it. If you are using **Word as the editor** (the default arrangement), click the **down arrow next to the format selection box** on the toolbar. Click the format that you want to use for the message that you are composing.

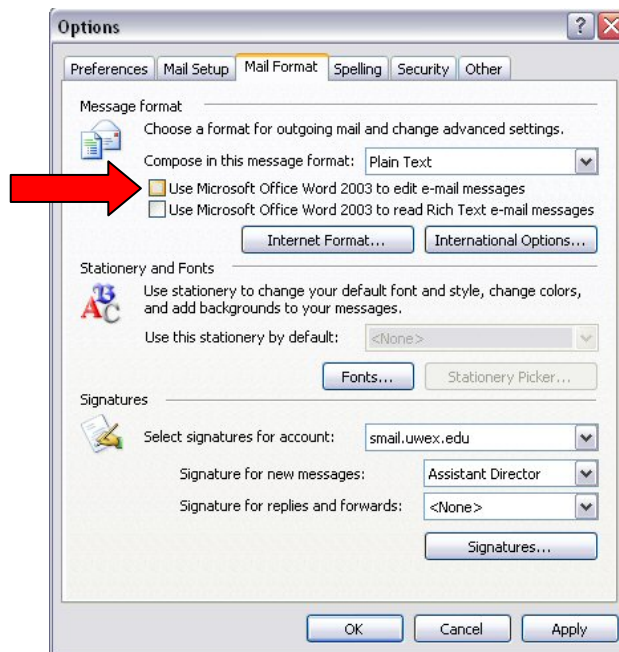


5. If you have turned off the Word editor and are using **Outlook's editor**, click **Format** on the menu bar. Then click the message format that you want to use for the message that you are composing.



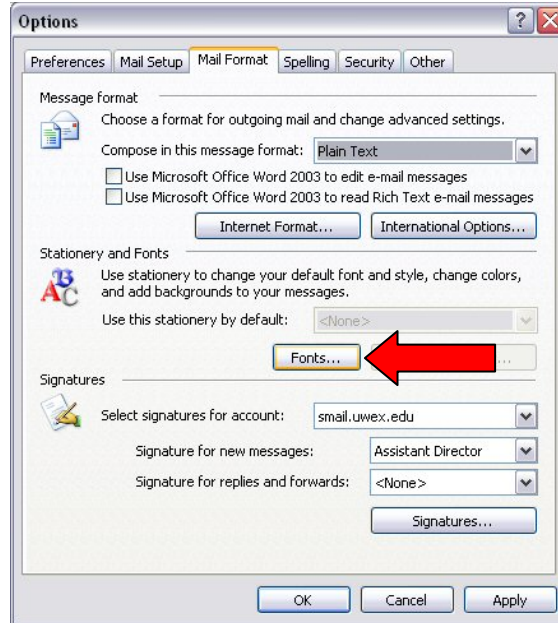
Word vs. Outlook as the Editor

6. By default, Outlook uses Word as the editor for new messages. If this is causing problems for you, you can turn off Word and use the editor built into Outlook. Just click to **uncheck the box next to Use Microsoft Office Word 2003 to edit e-mail messages**.



Default Fonts

7. Under Stationery and Fonts, you can click the **Fonts** button to change the default font used when you compose new messages and reply or forward messages.



8. In the fonts dialog, click the **Choose Font** button to select the font you want to use for each type of message. To make sure that your readers have the font, choose a common one such as Arial or Times New Roman. Click the **OK** button when you are done.

