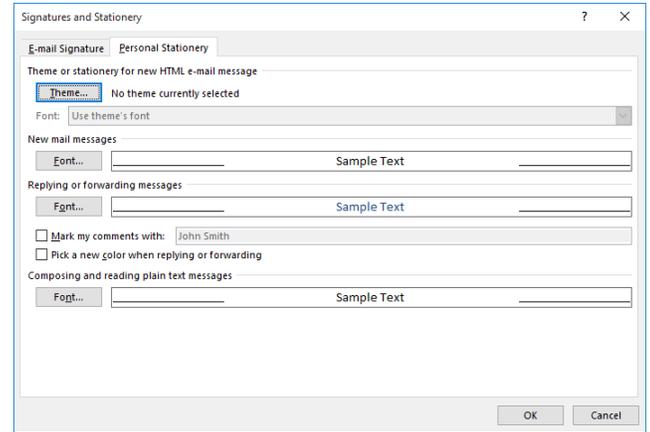


## Font Options

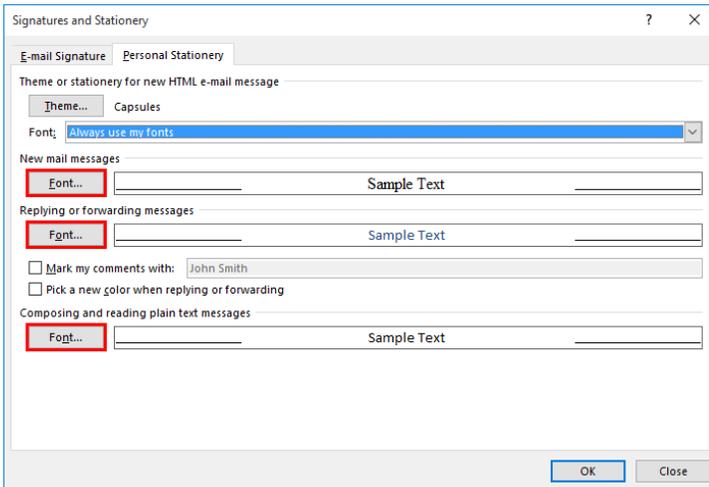
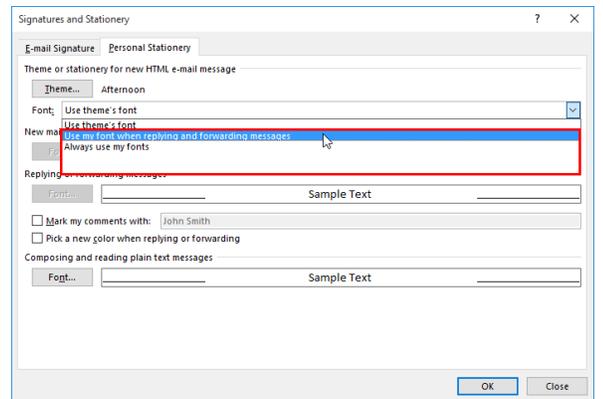
In addition to setting a default theme or stationery template for new messages, you also have the option to choose what font will be used when sending, replying to, or forwarding HTMLformatted messages. You can find the controls to modify these settings inside the Signatures and Stationery dialog

(Remember, to open this dialog box, open the Outlook Options dialog box first. Then, click the Mail category and click the “Stationery and Fonts” button.)



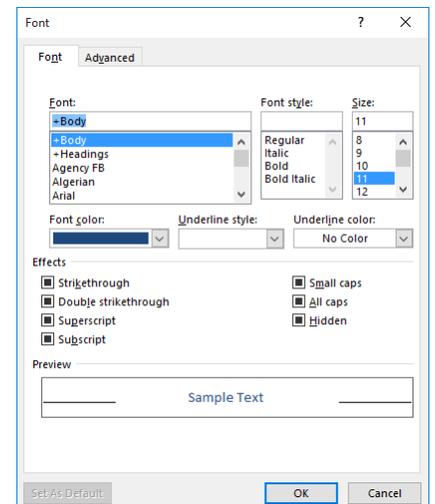
To set the default font for each type of mail message, choose one of the bottom two options from the first menu:

Then click the Font button for the type of message that you want to modify:



Then, you will see the Font dialog. Here, you can customize all aspects of your font:

Once you're done, click OK to return to the Signatures and Stationery dialog. Then, click OK in all open dialogs to apply your changes.

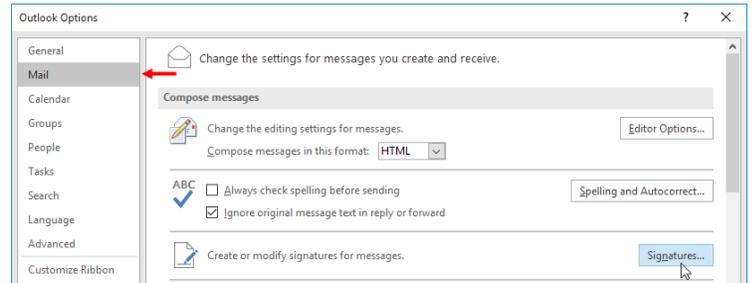


## Signatures

Signatures are commonly used by many organizations to automatically add personalized sender information to the end of every e-mail. The signature will typically identify the sender, as well as provide contact information. It may even include a picture or company logo. Keep in mind that you are not limited to one signature; you can create different signatures for different purposes. For example, you could create a signature for replying to incoming messages that is different from another signature that is used when sending a new message.

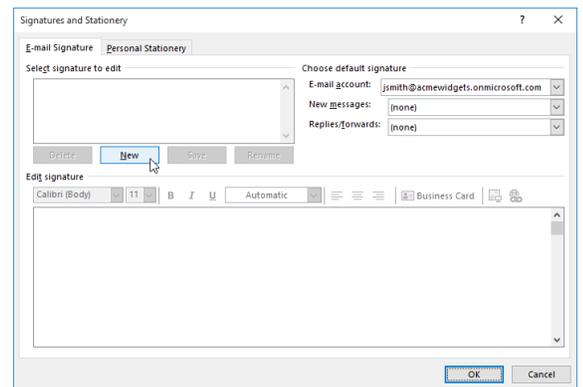
### Creating a Signature

To start creating your signature, click File → Options. Inside the Outlook Options dialog box, click the Mail category and then click the Signatures button



This action will open the E-Mail Signature tab of the Signatures and Stationery dialog. To start creating your signature, click the New button:

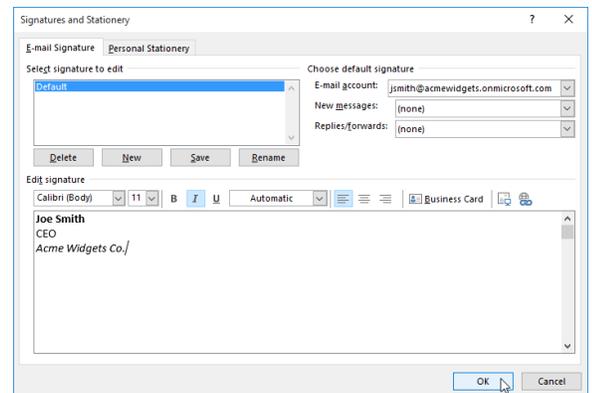
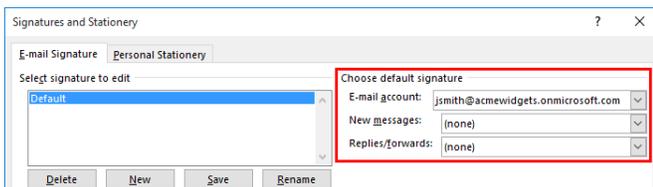
You will then be prompted to name your signature:



Once you type a name and click OK, you will be returned to the Signatures and Stationery dialog. You can now use the bottom set of options to type and format your text. Once you're ready, click OK to complete the signature:

### Setting Signature Options

If you examine the options on the right-hand side of the Signatures and Stationery dialog, you will see a variety of different controls:



The top menu is used to choose what e-mail account you want to set signature options for. Then, you can choose what signature you want to use for new messages, as well as replies and forwards. Once your options are set, click OK.

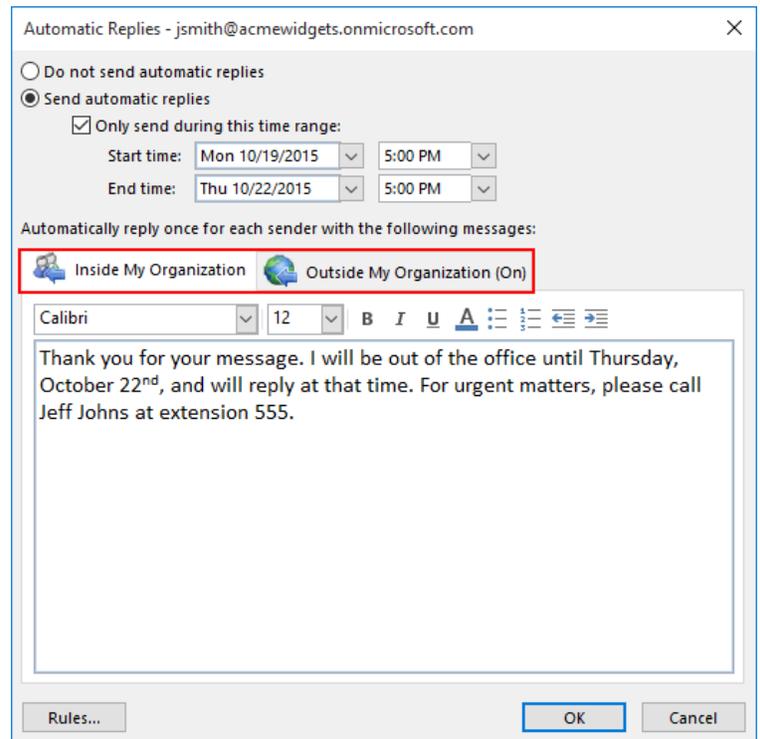
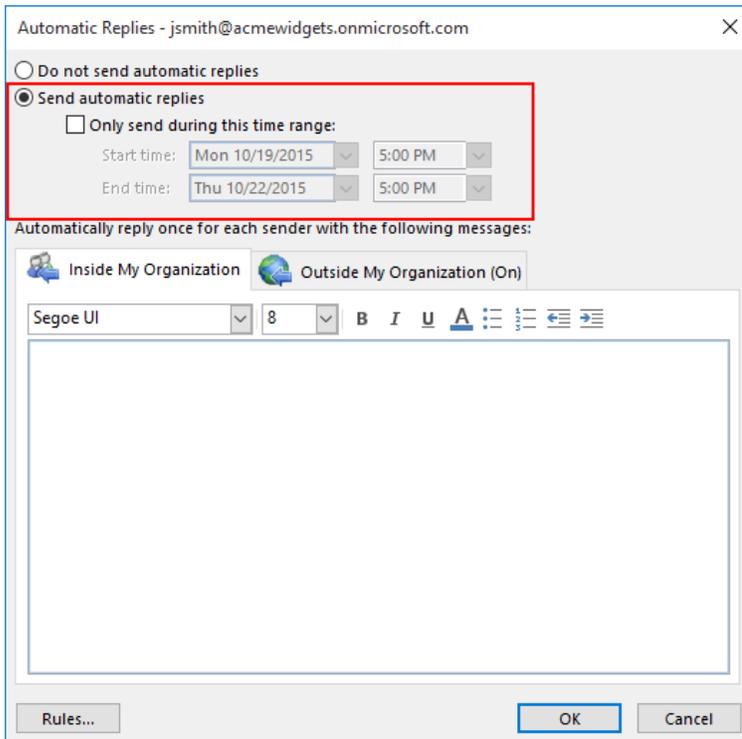
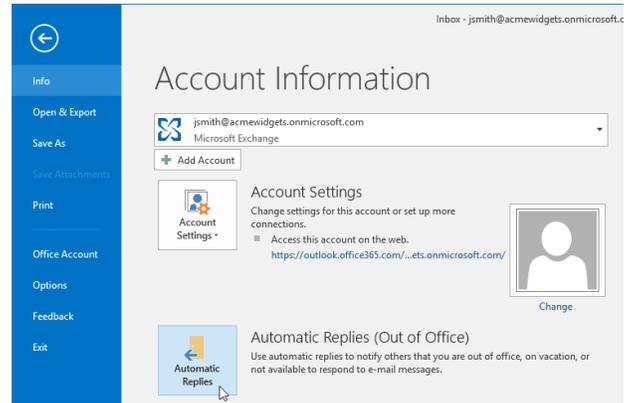
## Automatic Replies

**Automatic replies** (sometimes referred to as “out-of-office replies”) are used to automatically reply to any message that you receive during a specified period. Typically, this feature is most often used when you are on vacation or otherwise unable to respond to any incoming messages for a significant period of time. The messages that are sent out by this feature are fully customizable and are generally used to inform the sender about your absence and when you expect to be able to reply.

### The Automatic Replies Dialog Box

To configure automatic replies, click File → Info → Automatic Replies from the main Outlook window.

With the Automatic Replies dialog box displayed, click the “Send automatic replies” radio button. If you want to choose a specific time frame for when you want automatic replies to be sent, check the “Only send during this time range” check box and use the adjacent controls to choose the start and end times.



Finally, use the bottom part of the dialog to create your scripted message. Notice how you can create both internal and external messages. Click OK to apply the settings.

When the automatic replies feature is enabled, you will see a notification in the File menu and in the Message Bar. This notification will provide you with an option to turn off this feature.



## Views & Reading Panes



Three standard views for your message lists:

**Compact**—Default view that displays two lines of message properties, including read status, subject, sender, time received, attachments, and color categories or follow-up flags.

**Single**—One line view displays the importance, reminder, item type or read status, attachments, sender, subject, received, size, category, and follow-up flags. The Reading Pane is open by default.

**Preview**—This view displays from one to four lines of information about each message. For every message, Preview view displays the same information as Single view. For each unread message, Preview view also displays the first 255 characters of the message content. The Reading Pane is closed by default in this view.

You can access the standard views from the Change View gallery on the View tab of the ribbon. You can also customize the views by clicking the View Settings button. From here, you can change the columns that are to be displayed, grouping, sort, filter, fonts, conditional formatting, and format columns.

When the Reading Pane is displayed, you can preview the content of a selected item or attachment (including formatted Word, Excel, & PowerPoint files) in this pane. You can change the location of the Reading Pane by clicking the Reading Pane button located in the Layout group of the View tab. You can select the pane to be off, right, or bottom.

