

Choose how your messages are composed

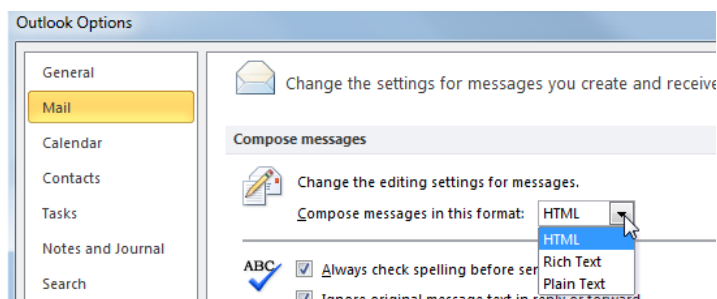
Microsoft Outlook 2010 supports three message formats: **Plain text**, **Rich Text format**, or **HTML** (these are explained below).

Plain text: This is a format that all e-mail applications support. You can set Outlook to open messages that you receive in plain text format only. Plain text doesn't support bold, italic, coloured fonts, or other text formatting. It also doesn't support pictures that are displayed directly in the message body, although you can include the pictures as attachments.

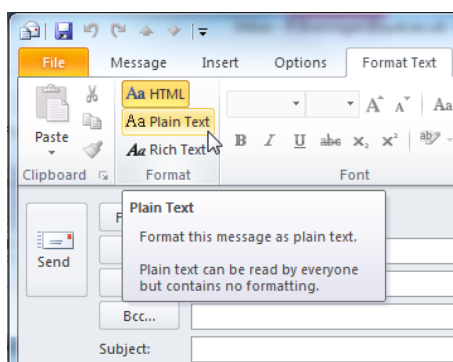
Outlook Rich Text format (RTF): You can use RTF when sending messages within an organization that uses Microsoft Exchange; however, it is recommended that you use the HTML format. RTF supports text formatting, including bullets, alignment, and linked objects. Outlook automatically converts RTF formatted messages to HTML by default when you send them to someone who accesses their email via a Web browser, so that the message formatting is maintained and attachments are received.

HTML: This is the **default** message format in Outlook. It is also the best format to use when you want to create messages that are similar to traditional documents, with various fonts, colours, and bullet lists. By default, when you select either of the options that allow formatting (HTML or Rich Text), the message is sent in HTML format. So when you use HTML, you know that what you send is what the recipient will see.

The format is determined by choosing **Options** from the **File** tab, then in the **Compose messages in this format** drop down list click your choose.



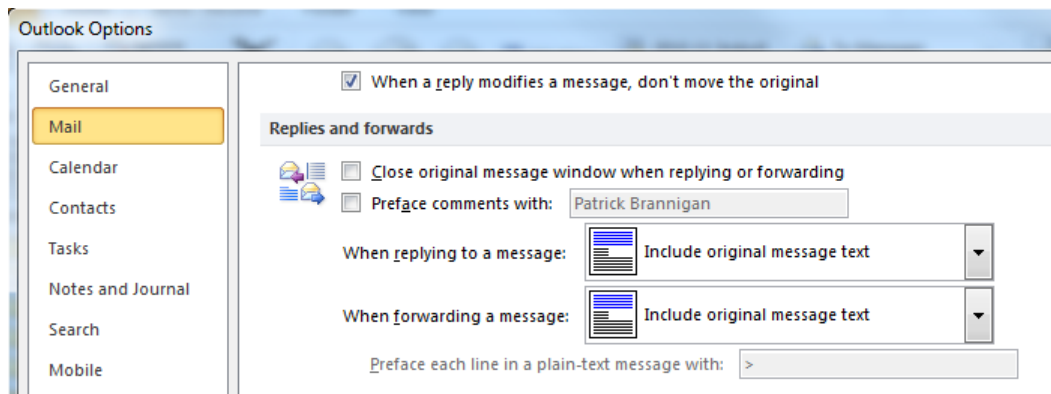
To decide on a message by message basis within a new message click the **Format Text** tab and choose the format. In this example the choice is **Plain Text**.



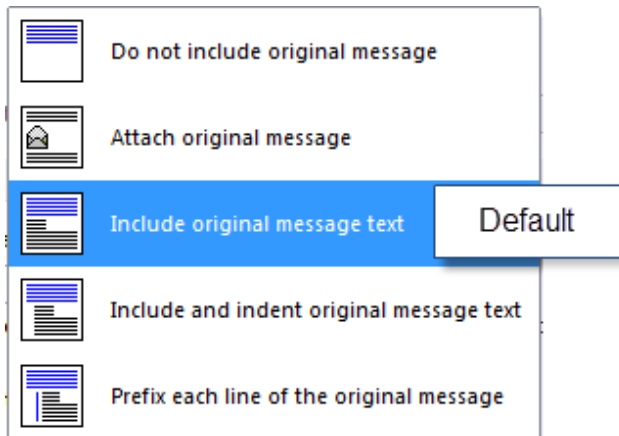
Tip: If messages attachments are appearing in the body of your email it means you or the sender are using Rich Text Format

Choose the Format of Your Message Replies

From the File tab choose **Options**. Click **Mail**, and scroll down to **Replies and forwards**.



When replying to a message or When forwarding a message the choices are:



If you wish to prefix each line of the original message then in the box below indicate which character you want as the prefix, typically the > symbol.

