



E-mail

Sending a Draft of a Message

If you are creating a message, but do not have time to finish and send it, you can save it as a draft.

1. Create the message you want to send.
 2. Select **Save from the File menu** or click the **Save**  button on the **Standard toolbar**.
 3. Click the **Close**  button to close the message.
- Notes:* When you are ready to continue working on the message, click the **Drafts** folder in the **Navigation Pane**. Double-click the message you want to finish composing.

Automatically Saving Message Drafts

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

1. Select **Options** from the **Tools menu**.
2. Click the **E-mail Options** button.
3. Click the **Advanced E-mail Options** button.
4. In any of the following in the **Save messages** section:
 - To send messages to a folder other than the Drafts folder, click the arrow on the **Save unsent items** list box, and select a folder from the resulting menu.
 - To change the amount of time unsent messages are saved, select a number in the **minutes** box.
 - If you do not want to automatically save unsent messages, clear the **Automatic** check box.
5. Optional: Select other options.
6. Click the **OK** button to close all remaining open dialog boxes.



Setting Message Importance and Sensitivity



1. Create or open the message you want to set the importance and sensitivity levels for.
 2. Click the **Options**  button on the **Compose Message toolbar**.
 3. Under **Message Settings**, click the arrow on the **Importance** box, and select an importance level from the resulting menu.
 4. Under **Message Settings**, click the arrow on the **Sensitivity** box, and select a sensitivity level from the resulting menu.
 5. Click the **Close** button when you are finished.
 6. Click the **Send**  button to send the message.
- Notes:* To quickly set the importance level for a message, open or create the message, and click the **Importance High**  or **Importance Low**  button on the **Compose Message toolbar**.

Changing Delivery Options

You can set delivery options for an individual message such as setting an expiration date for a message or choosing a different folder to send the sent message to.


1. Create or open the message you want to change options for.
2. Click the **Options**  button on the **Compose Message toolbar**.
3. Make selections in the **Delivery options** section.
4. Click the **Close** button when you are finished.
5. Click the **Send**  button to send the message.

Using Voting Features

1. Create or open the message you want to add voting options to.
 2. Click the **Options**  button on the **Compose Message toolbar**.
 3. In the **Voting and Tracking options** section, check the **Use voting buttons** box.
 4. Click the arrow on the **Yes** and **No** options from the resulting menu. (You can also select your vote options, representing multiple options with a single click.)
 5. Click the **Close** button when you are finished.
 6. Click the **Send**  button to send the message.
- Notes:* To draft the voting responses, click the **Reply All** in an open message, and select the voting responses from the resulting menu.

Checking Names

When you enter names in the To, Cc, and Bcc boxes, Outlook will check the names against names in your Address Book.

1. To enable automatic name checking, select **Options** from the **Tools menu**.
 2. Click the **E-mail Options** button.
 3. Click the **Advanced E-mail Options** button.
 4. In the **When sending a message** section, check the **Automatic name checking** box.
 5. Click the **OK** button to close all remaining open dialog boxes.
- Notes:* If you do not have the Address Book, you can manually check mail for a specific mail message. Enter a name or a portion of a name in the To box, and click the **Check Names**  button on the **Compose Message toolbar**.


Using AutoComplete

When you begin to enter a name in the To, Cc, and Bcc boxes, Outlook will automatically complete the name based on names that you have used before if this feature is enabled.

1. Select **Options** from the **Tools menu**.
2. Click the **E-mail Options** button.
3. Click the **Advanced E-mail Options** button.
4. In the **When sending a message** section, check the **Suggest names while completing the To, Cc, and Bcc fields** box.
5. Click the **OK** button to close all remaining open dialog boxes.

Creating an E-mail Template

To create an e-mail template you must have Outlook set as your e-mail editor.

1. Select **New** from the **File menu**.
 2. Select **Mail Message** from the resulting menu.
 3. Optional: Enter a subject in the **Subject** box.
 4. Enter and format message text.
 5. Select **Save As** from the **File menu**.
 6. Enter a name for the file in the **File name** box.
 7. Click the arrow on the **Save as type** list and select **Outlook Template** from the resulting menu.
 8. Click the **Save** button. (The file will be saved as an .oft file.)
 9. Click the **Close**  button.
 10. Click the **No** button.
- Notes:* Alternatively, to save an Microsoft Word 2003 as the default editor when you are finished creating a template.

Microsoft Outlook Web Access 2003 Quick Source Guide Paperback

Jeff Conrad, John L. Viescas



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Forthcoming Books Rose Arny, 2003-04

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