



E-mail

Automatically Saving Message Drafts


By default, unfinished 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 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 to close all remaining open dialog boxes.


Setting Message Importance and Sensitivity

You can change the default message importance and sensitivity.

1. Select **Options** from the **Tools** menu.
2. Click the **E-mail Options** button.
3. Click the **Advanced E-mail Options** button.
4. Click the arrow on the **Set importance** box and select an importance level from the resulting menu.
5. Click the arrow on the **Set sensitivity** box and select a sensitivity level from the resulting menu.
6. Click the **OK** button to close all remaining open dialog boxes.

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 **Options** group and make selections in the **Message settings** section.

Using Voting Features

1. Create or open the message you want to add voting options to.
2. Click the **Show Message Options dialog box**  launcher in the bottom-right corner of the **Options** group.
3. Check the **Use voting buttons** box.
4. Click the arrow on the box and select a voting option from the resulting menu. (You can also enter your own options, separating multiple options with a semi-colon.)
5. Click the **Close** button when you are finished.
6. Click the **Send** button to send the message.

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

Enabling AutoComplete

When you have AutoComplete enabled, Outlook automatically completes any name that you have used before when you begin to enter it in the To, Cc, or Bcc box.

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.

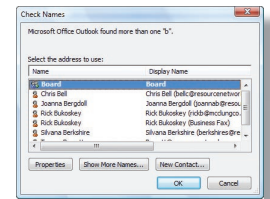
Enabling Automatic Name Checking

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. 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.

Checking Names

1. Select **New** from the **File** menu.
2. Select **Mail Message** from the resulting menu.
3. Enter a portion of a name in the **To** box.
4. Click the **Check Names** button in the **Names** group.
5. Select the name you want to add to the message.
6. Click the **OK** button.



Creating an E-mail Template

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. Click the **Microsoft Office**  button and select **Save As** from the resulting menu.
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.

Search Folders

Creating a Search Folder

Search Folders are folders that contain mail messages that match specific search criteria. Mail messages are viewed in Search Folders, but they are stored in their original mail folder.

1. Select **New** from the **File** menu.
2. Select **Search Folder** from the resulting menu.
3. Select a search folder in the **Select a Search Folder** box.
4. *Optional:* If available, enter or select information in the **Customize Search Folder** section.
5. *Optional:* To search in a different mailbox, click the arrow on the **Search mail in** box and select a mailbox from the resulting menu.
6. Click the **OK** button when you are finished.

Deleting a Search Folder

1. Select the folder in the **Navigation Pane** you want to delete.
2. Select **Delete** from the **Edit** menu.
3. Click the **Yes** button to confirm deletion.

Note: The messages in the Search Folder will not be deleted and will still exist in their original mail folder.