

MICROSOFT OUTLOOK USER GUIDE

Advanced E-mail Options



Save messages

Save unsent items in:

AutoSave ununsent every: minutes

In folders other than the Inbox, save replies with original message

Save forwarded messages

When new items arrive

Play a sound

Briefly change the mouse cursor

Show an envelope icon in the system tray

When sending a message

Set importance:

Set sensitivity:

Allow comma as address separator

Automatic name checking

Deleete meeting request from Inbox when responding

Suggest names while completing To, Cc, and Bcc fields

Add properties to attachments to enable Reply with Changes

OK

Cancel

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