

# Microsoft Outlook – Importance



## Importance & Sensitivity.

### 1. Importance & Sensitivity.

**Importance:-** Indicate to the recipient that the received e-mail may be important.

There are three different levels of importance.

**High:-** This is displayed as a red exclamation mark.

**Normal:-** This has no special marker (default setting).

**Low:-** Displayed as a Blue downward pointing arrow.

The Importance markers are shown to the left of the received email address.

**Sensitivity:-** Indicate to the recipient with one of four different messages.

**Example:** use the Confidential to indicate that you may not want the recipient to forward the email to other parties.

The Sensitivity options are:

Normal, Personal, Private & Confidential.