

Microsoft Outlook – Mail Formats



Mail Formats.

The commonly used message formats are HTML, plain text, and rich text format. See below for further information.

HTML	All text formatting, numbering, alignments, pictures, bullets, HTML styles and Hyperlinks. It is the recommended format for the internet email messages and messages sent by a Microsoft Exchange server.
Plain Text	Text only does not support pictures, bold or italic formatting, colour fonts and other text formatting. However Plain Text can be read by all email programs.
Rich Text Formats (RTF)	Ext formatting, bullets, alignment, pictures and linked objects. Can be read only using Outlook and Microsoft Exchange.

