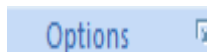


Microsoft Outlook – Working with Message Options



Working with Message Options.

1. Select **Options** from the Ribbon.



The Message Options dialog box is displayed.

The screenshot shows the "Message Options" dialog box in Microsoft Outlook. The dialog has a blue title bar with a question mark and a close button. It is divided into several sections: "Message settings" with "Importance" set to "Low" and "Sensitivity" set to "Normal"; "Security" with a "Security Settings..." button; "Voting and Tracking options" with a checked "Use voting buttons" checkbox and two unchecked checkboxes for "Request a delivery receipt" and "Request a read receipt"; and "Delivery options" with checkboxes for "Have replies sent to:", "Do not deliver before:", and "Expires after:", each followed by a dropdown menu and a time field. There are also buttons for "Contacts...", "Categories" (set to "None"), and "Select Names...". A "Close" button is located at the bottom right.