

Outgoing Message Options

You can customize options on messages you are sending. To get to these options, create your new mail message (but don't send it yet). Click on the SEND OPTIONS tab. This is the window you will see:

The screenshot shows the 'Mail To: Send Options' dialog box with the following sections and callouts:

- General:** Includes priority options (High, Standard, Low), a Classification dropdown (set to Normal), and an Expiration date section (After 0 days).
- Status Tracking:** Includes a 'Reply requested' checkbox and options for 'When convenient' or 'Within 0 days'.
- Security:** Includes a 'Delay delivery' section (For 0 days) and an 'Until' section (12/5/2008, 11:59 pm).
- Other options:** Includes 'Notify recipients' (checked) and 'Convert attachments'.

Callout boxes provide the following explanations:

- High Priority:** A High Priority message will appear with a RED envelope. A Low Priority message will appear with a gray envelope.
- Classification:** Options are Normal, Proprietary, Confidential, Secret and Top Secret and For Your Eyes Only. The classifications will appear in the first line of the body of your message.
- Reply requested:** This message will appear with an envelope surrounded by arrows. In the first line of the body of your message, it will state "Reply Requested" by the date you selected.
- Expiration date:** Here you can specify how long you want the message to remain in the recipient's inbox.
- Delay delivery:** You can specify a date and time to automatically send the message.