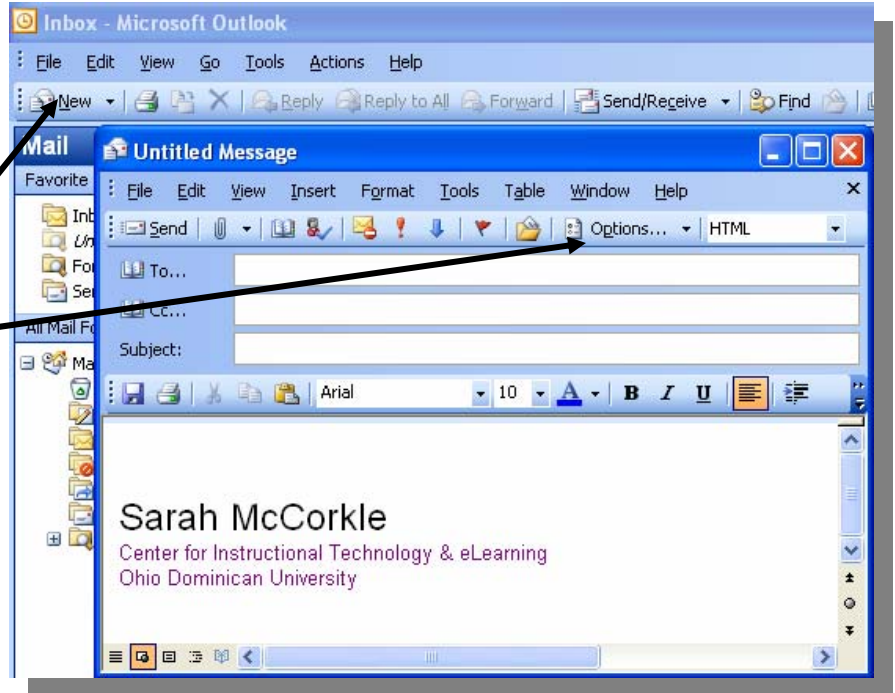


# Message Options in Outlook

Compose a *New Message* by clicking the **New** button.

Inside the Message Window click the **Options** button.



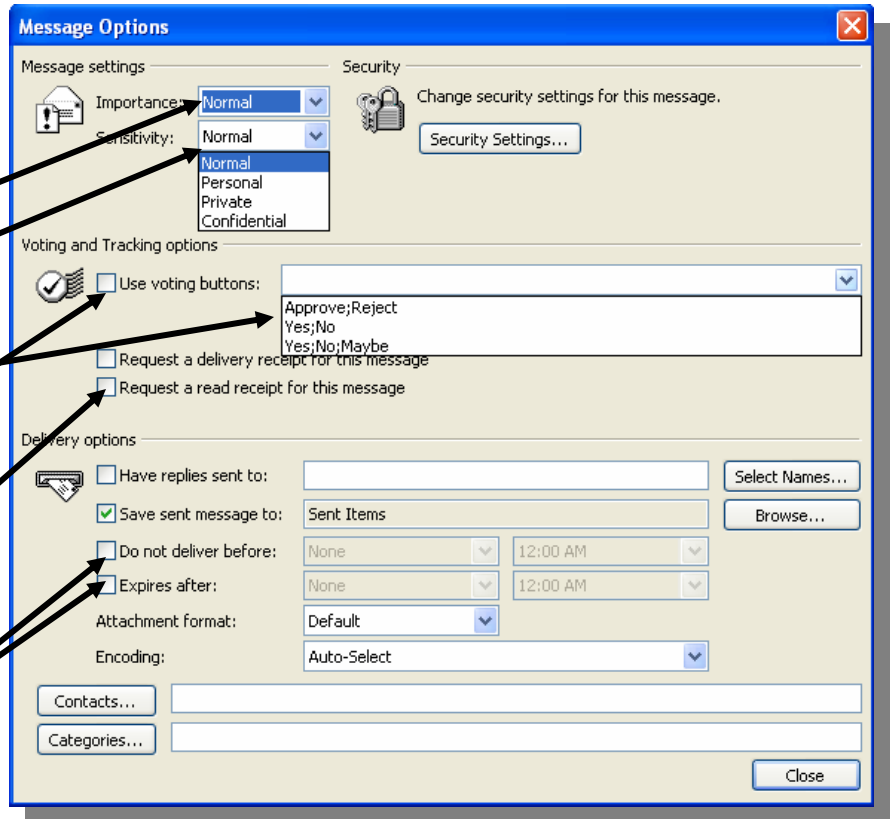
From the Message Options box you can set the *Importance* and *Sensitivity* of your message.

**Importance:** *Low, Normal, High*  
**Sensitivity:** *Normal, Personal, Private, Confidential*

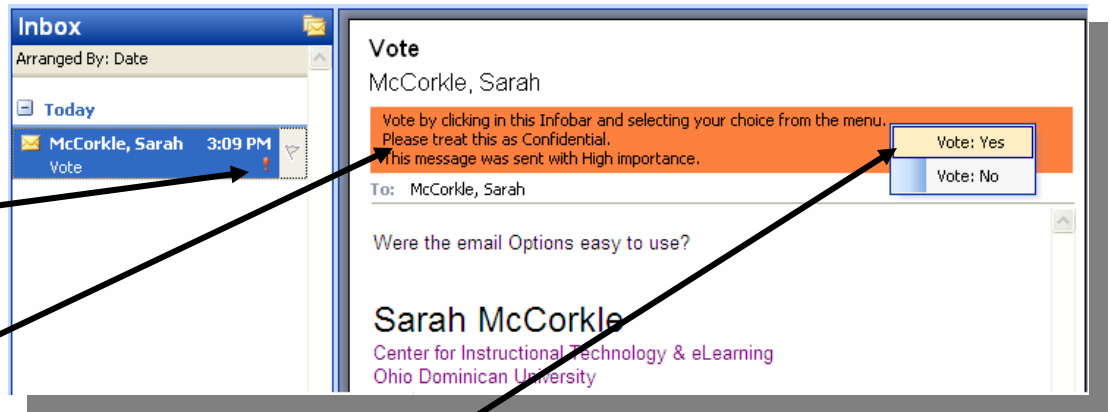
You can also use *Voting Options* to receive feedback from a question within your email. **Check the Voting Buttons check box** and **choose a response series** from the pull-down menu.

Check the **Request a read receipt for this message** check box to receive a receipt once the recipient has read the message.

You also have the option of delivering the message after a specific date, or to expire the message after a specific date.



The message arrives in the recipient's mail box.



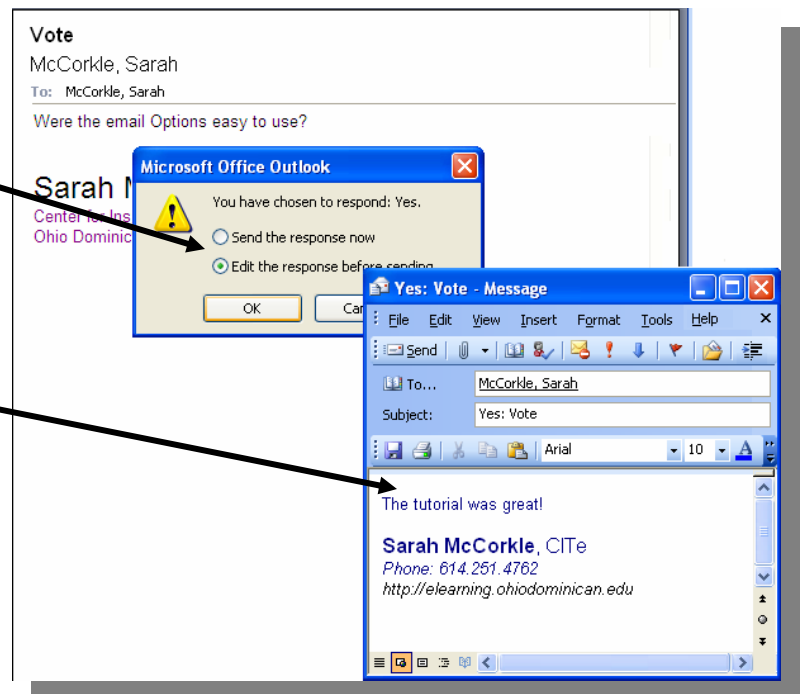
Flagged as "High Importance"

The *Infobar* provides information about the message:

**Confidential, High Importance**

Click the *Infobar* to select your choice and place your **Vote** to the question within the email.

After the recipient places their vote, they will be presented with the Respond box. Choose to **Send the Response Now** or **Edit the Response before sending**.



Editing the response before sending will allow the recipient to type a message within the email before sending.

Because this message was sent with a *Read Receipt*, the recipient will be presented with this box after the message has been opened.

The message recipient will then have a choice of sending the Read Receipt back to the person who sent them the message.

