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.

http://elearning.ohiodominican.edu/cit
The message arrives in the recipient’s mailbox.

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.