



Tim Etzler

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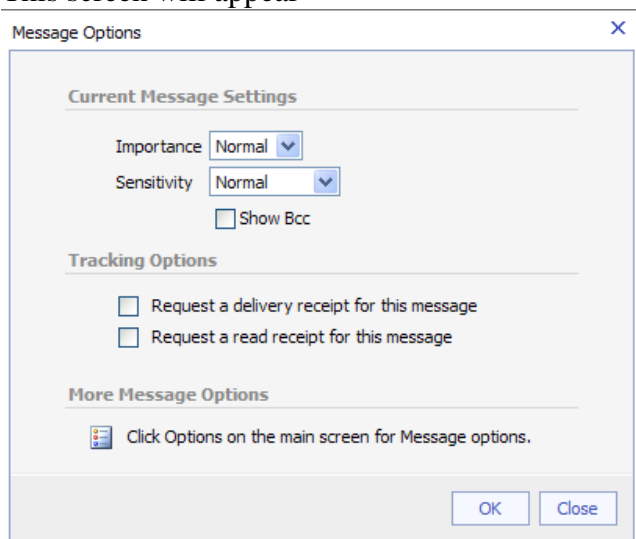
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OWA - Email Options

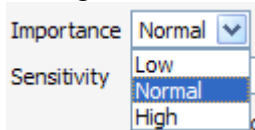
1. Open a new email window
2. Left-click on **Options**



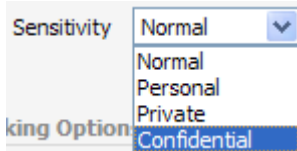
3. This screen will appear



4. Five different criteria selections
 - a. **Importance** This allows you to select the importance status of your email which is of three status settings: **Low, Normal or High**



- b. **Sensitivity** This allows you to select how the recipient should handle the email whether **Normal, Personal, Private or Confidential** content nature.



- c. **Show Bcc** Show Bcc Under normal conditions when including a Bcc (Blind Carbon Copy) the recipient(s) doesn't know if you copied the email to any other individual(s) unless you check this box then your Bcc individual(s) will be displayed to the recipient(s)

d. Tracking Options

- i. **Delivery Receipt** – when this box is checked you will receive notification that your email was successfully delivered to the recipient(s) mailbox although it doesn't indicate whether the email has been read
- ii. **Read Receipt** – when this box is checked you will receive notification that your email was read by the recipient(s)
- iii. You can check either or both options when sending an email

5. When finished left-click the **OK button**