From: dopmannouncement
Sent: Thursday, July 13, 2017 2:26 PM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Reply and Forward options in Outlook

| Managing reply and forward options in Microsoft Outlook	Brought to you by Adim Premani - HelpDesk Triage and Computer Tech (now in MT-403)

SITUATION:

I spend a lot of my day sending and receiving emails. How can I streamline replying and forwarding those emails?

SOLUTION:

Replying to and forwarding those emails becomes easier by using built-in options available in Microsoft Outlook.

To access these options,

- Go to the ribbon at the top of the screen, click on **File** and then select **Options**.
- Next, Select the **Mail** category on the left and then you should be able to scroll down to view the **Replies and Forwards** options.
- Some options that you can select from are:
  - Opening replies and forwards in a new window.
  - Automatically closing the original message window when replying
  - Also options for what to include in replies and forwards (such as the text from the original message and how you want that content to appear).
- Choose your desired settings and click **OK**.
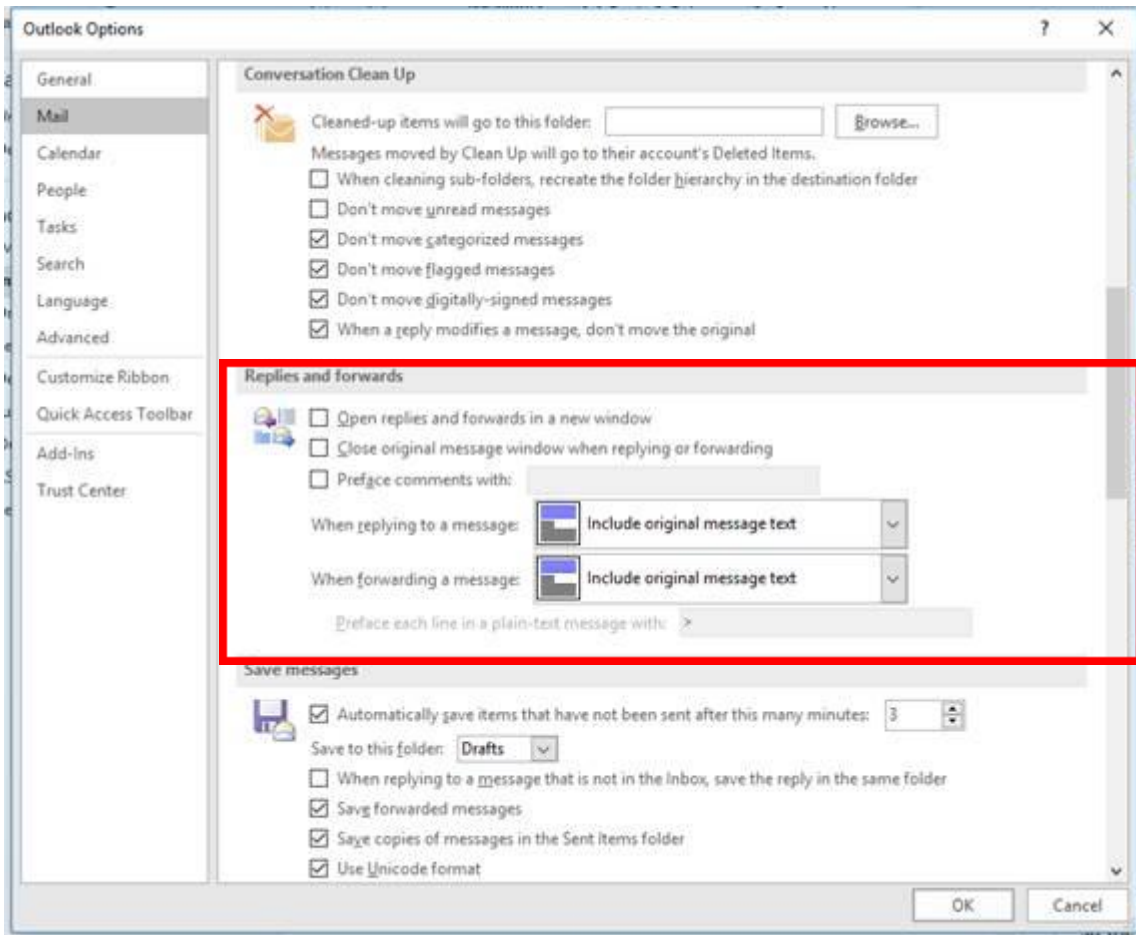
Any replies or forwards that you create from this point forward should utilize your selected options.

For additional help using Microsoft Outlook, simply press F1 while working within the program to access the **Help** feature.