

New Mail New Items New
Ignore Clean Up Delete
Junk Delete

- Outlook Data File
- Inbox
 - Drafts
 - Sent Items
 - Deleted Items
 - Calendar
 - Contacts
 - Journal
 - Junk E-mail
 - Notes
 - Outbox
 - RSS Feeds
 - Search Folders
 - Suggested Contacts
 - Tasks
- C2PublicFolders

- Mail
- Calendar
- Contacts
- Tasks

Outlook Options

General Mail

Change the settings for messages you create and receive.

Signatures and Stationery

E-mail Signature Personal Stationery

Theme or stationery for new HTML e-mail message

Theme... No theme currently selected

Font: Use theme's font

New mail messages

Font... Sample Text

Replying or forwarding messages

Font... Sample Text

☐ Mark my comments with: John Sync

☐ Pick a new color when replying or forwarding

Composing and reading plain text messages

Font... Sample Text

OK Cancel

Editor Options...

Spelling and Autocorrect...

Signatures...

Stationery and Fonts...

Reading Pane...

Desktop Alert Settings...

☐ Enable preview for Rights Protected messages (May impact performance)

Conversation Clean Up