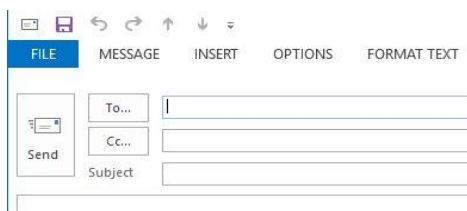


DID YOU KNOW?

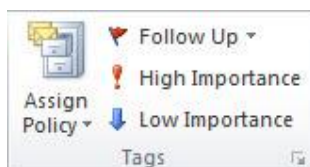
How to Mark an email message as important in MS-Outlook

We Set the level of importance for an email message to indicate whether the message needs the recipients' attention quickly or can be read later. For messages that have an importance-level setting, recipients see a visual indicator in their Inbox.

- 1) Open Microsoft Outlook
- 2) Click on new Email
- 3) In the mail message window, click on the Message tab.



- 4) Go to the Tags group, click High Importance or Low Importance.



- 5) High priority messages received in Outlook are marked with a red exclamation point in the first ("Importance") column and low priority messages are marked with a blue down arrow.



THANK YOU