

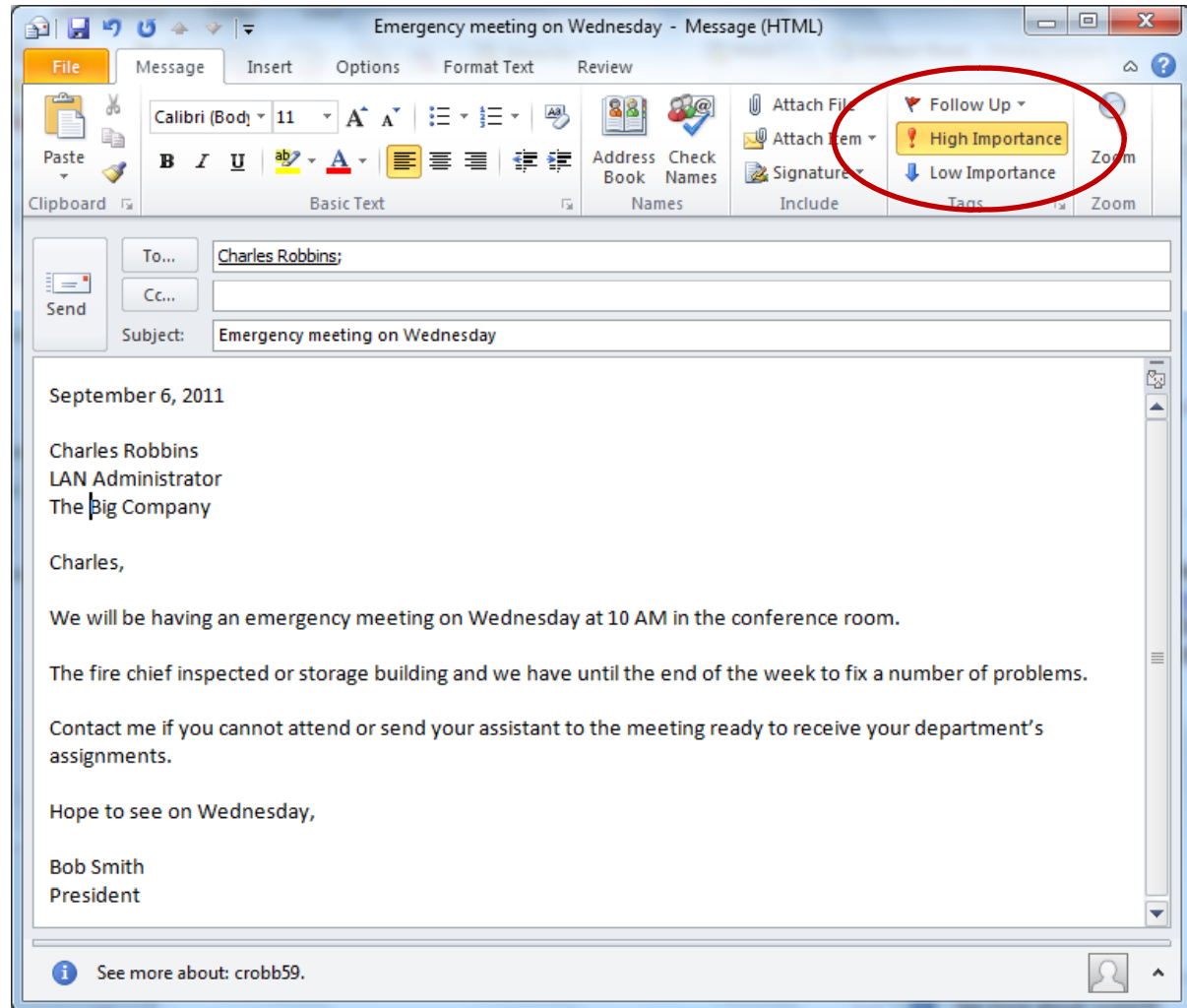
Sending an Important Message in Outlook 2010

September 10, 2012

High Importance

We can set the email to High Importance so that the recipient can sort through their messages by the level of significance.

Send several messages as high importance.



Request a Receipt

We can also annotate the delivery and read receipts checkboxes. The first will confirm that the electronic message is in their mailbox and the second that the message was opened and hopefully read.

Send several messages to people with receipts.

