

Customising message settings

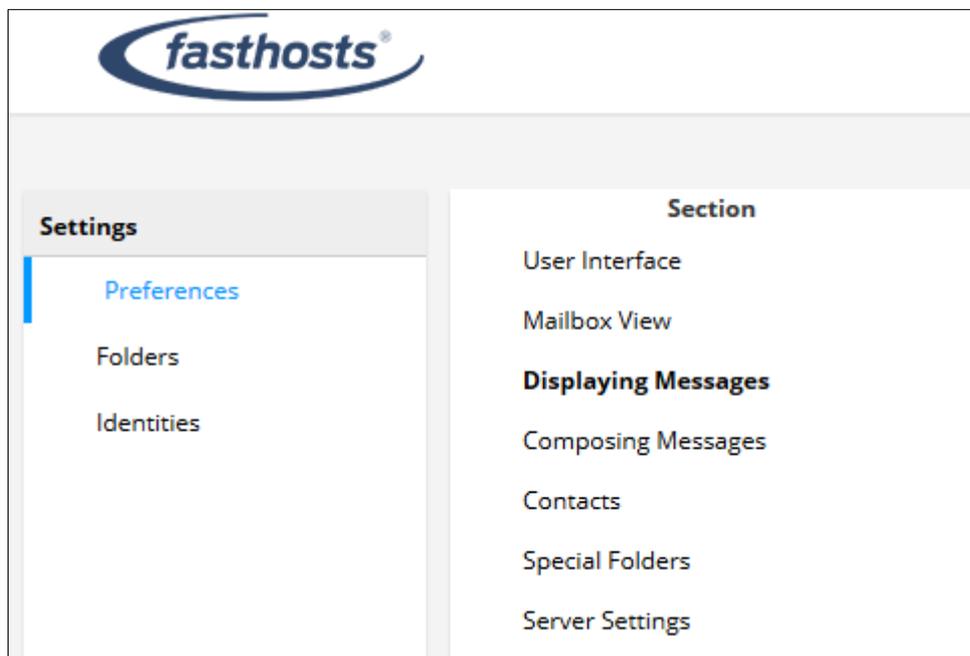
If you wish to switch between plain and rich/HTML text in the body of your emails, i.e. switch on/off the formatting toolbar, this will need to be done by changing the message settings.

Composing Messages

1. Having logged into email you should see a **Settings** button top right of the window; it's made up of four little squares.



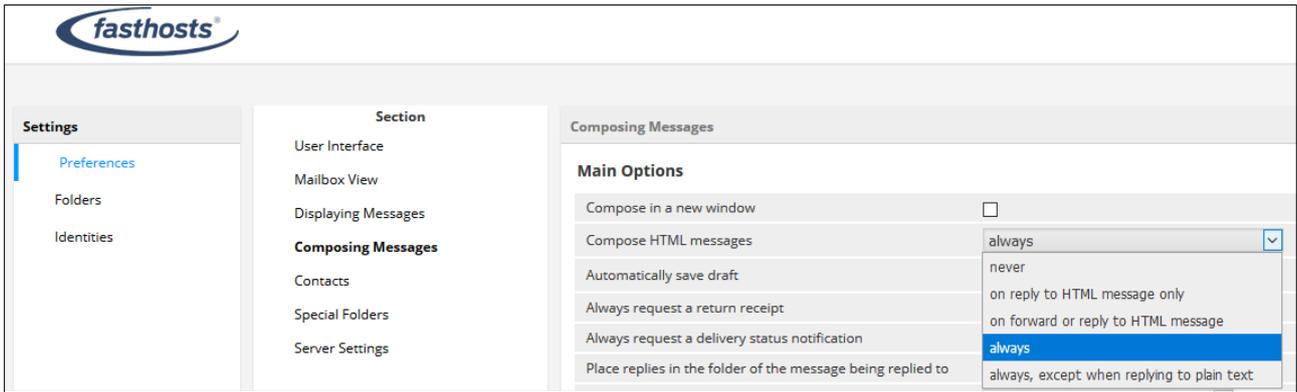
2. The **Preferences** area enables you to amend email settings.



Initially your generic email account will be set up for **plain text** and so you will not see any formatting tools when typing the body of messages. This is an adjustment that users often wish to make:

1. Click on **Composing Messages** to display the options you can change.
2. The **Compose HTML messages** should be set to **always** using the dropdown list associated with the field.

NOTE: You can also change the default font used, if the signature is always added to all emails, etc.



3. Once you have made appropriate changes, click



In order to benefit from this when viewing messages, it is worth checking the settings when displaying messages.

4. Click **Displaying Messages** to display the options.

5. **Display HTML** should be **ticked**.

