## **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.

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Settings Preferences Folders Identities	Section User Interface Mailbox View Displaying Messages Composing Messages Contacts Special Folders Server 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.

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

/				
Settings Section   Preferences User Interface   Mailbox View Mailbox View   Folders Displaying Messages	Composing Messages			
	Main Options	Main Options		
	Compose in a new window	alwaye		
Composing Messages	Automatically save draft	never on reply to HTML message only on forward or reply to HTML message always always, except when replying to plain text		
Special Folders Server Settings	Always request a return receipt			
	Always request a delivery status notification Place replies in the folder of the message being replied to			
	Section User Interface Mailbox View Displaying Messages Composing Messages Contacts Special Folders Server Settings	Section     Composing Messages       User Interface     Mailbox View       Displaying Messages     Compose in a new window       Composing Messages     Compose HTML messages       Contacts     Automatically save draft       Special Folders     Always request a return receipt       Server Settings     Place replies in the folder of the message being replied to		

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.

Save

- 4. Click **Displaying Messages** to display the options.
- 5. **Display HTML** should be **ticked**.

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Settings	Section	Displaying Messages	
Preferences	- User Interface Mailbox View	Main Options	
Folders	Displaying Messages	Open message in a new window	$\checkmark$
Identities		Show email address with display name	$\checkmark$
	Contacts	Display HTML	