

To set spelling options:

1. From the Tools menu, choose Options.
2. Click the Spelling tab.
3. Select the desired options.
4. Choose OK.

To set the importance for a message:

1. On the Message window toolbar, click the Importance: High button or the Importance: Low button.

To set General, Delivery, and Tracking options for a message:

1. From the toolbar, click the Options button, select the desired options check boxes.
2. Where necessary, select from the drop-down lists.
3. Click the Close button.

To attach voting buttons to a message:

1. From the toolbar, click the Options button.
2. From the Use voting buttons drop-down list, select Approve;Reject, Yes;No, or Yes;No;Maybe.

To respond to a voting message:

1. In the voting message, choose a response button.
2. In the Microsoft Outlook window select *Send the response now* or select *Edit the response before sending*
3. Choose OK.
4. If editing the message, in the text box, type your message, and then send it.