

3. On the Mail Format page, in the Message format area, from the *Send in this message format* drop-down list, select a format.
4. Choose OK.

To set automatic spell checking before sending a message :

1. In any Outlook folder, from the Tools menu, choose Options.
2. In the Options dialog box, select the Spelling tab.
3. On the Spelling page, in the General options area, select the *Always check spelling before sending* check box.
4. Choose OK.

To filter messages:

1. On the Advanced toolbar, click the Current View drop-down list arrow.
2. From the drop-down list, select a filter.
3. If necessary, in the message box, select an option button, and then choose OK.

To address and type a message:

1. In any Mail folder, on the toolbar, click the New Mail Message button.
2. In the New Message window, choose To.
3. In the Select Names dialog box, select an address list
4. Enter recipient's last name in Type Name or Select from list field
5. Select recipient
6. Choose To.
7. Repeat steps 3 to 6 as necessary.
8. Choose OK.
9. If desired, choose Cc.
10. In the Select Names dialog box, select an address list
11. Enter recipient' last name in Type Name or Select from list field
12. Select recipient
13. Choose Cc.
14. Repeat steps 10 to 13 as necessary.
15. Choose OK.
16. In the Subject text box, type a short subject.