

Click in the **FROM:** field and type the name of the person for whom you are writing this message.

Click in the **CONFIRM RECEIPT** check box if you wish to receive a report when the recipient(s) has read your message.

*(The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)*

5. Click on **OK**.

OPTION	DESCRIPTION
<b>Confirm Delivery</b>	Sends a status report when the recipient accepts the message.
<b>Confirm Receipt</b>	Sends a status report when the recipient has browsed (read) the message.
<b>Report of Non-delivery</b>	Sends a status report when the message is not delivered to one or more recipient for any reason.
<b>Importance</b>	Sets the importance of the message to Immed, routine, or priority.
<b>Sensitivity</b>	To set the classification of the current message. The choices include unclassified and protected.
<b>Reply By</b>	Indicates the date and time a reply to the message is requested. The date and time format is consistent with the Windows format.
<b>Expiry Date</b>	Indicates to delete the message if it has not been accepted by the recipient(s) by the date identified. The default settings programmed in the recipient's Mail Profile must indicate to destroy such messages.
<b>Save message in folder</b>	Directs the outgoing message to the specified folder.