How to Set the Priority of a Message in Outlook 2013

1. Create a new e-mail. In the Ribbon click the "**Arrow**" beside **Tags**. The Properties dialog box appears. This dialog box enables you to define a number of optional qualities about your message.



- 2. Click the dropdown arrow beside the Importance box. A menu of choices drops down.
- 3. Choose Low, Normal, or High (I will select "High" in this example)
- 4. Click "Close"

Properties	×				
Settings Security					
Importance Normal Sensitivity Low Normal	Change security settings for this message.				
Voting and Tracking options					
Use voting buttons					
Request a delivery receipt for this message					
Request a read receipt for this message					
Delivery options					
🕒 🔄 🔲 Have replies sent to	Select Names				
Do not deliver before	None 👻 12:00 AM 👻				
Expires after	None 👻 12:00 AM 👻				
Save copy of sent message					
Contacts					
Categories None					
Click "Close"					

5. When the recipient receives your e-mail they will see an exclamation point.



How to Set the Priority of a Message in OWA

1. Create a new e-mail



- 2. Click the '**Options**" icon
- 3. Click "set importance"
- 4. Select your importance (In this example I will select high)
- 5. Click "Send"

E SEND X DISCARD 🛛 INSERT	🖛 Click "Options"		
	save		
To: Greg Matwijiszyn;	show Bcc		
Ce:	show from		
	check names		
Click *set importance	set importance 🛛 🕨	high	
Calibri T2 T	switch to plain text	normal	Select your importance
Example	show message options	low	

6. When the recipient receives your e-mail they will see an exclamation point.

