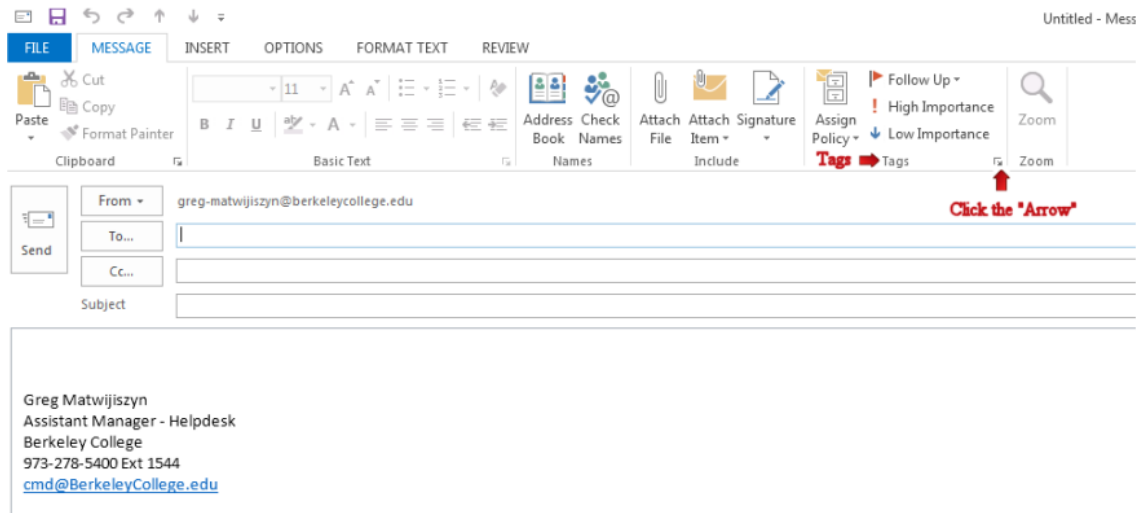
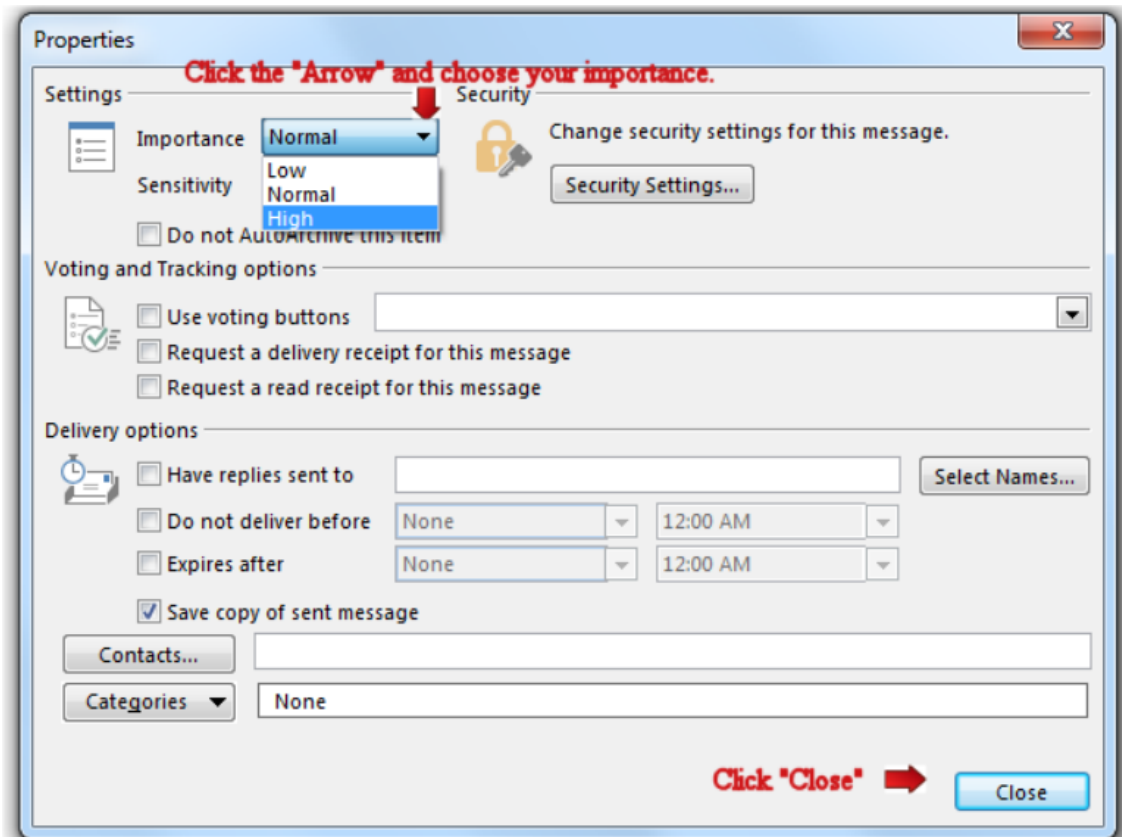


How to Set the Priority of a Message in Outlook 2013

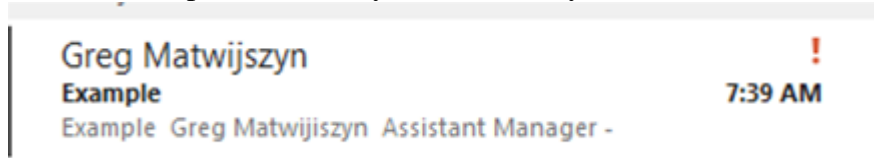
1. Create a new e-mail . In the Ribbon click the “**Arrow**” beside **Tags**. The Properties dialog box appears. This dialog box enables you to define a number of optional qualities about your message.



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**”

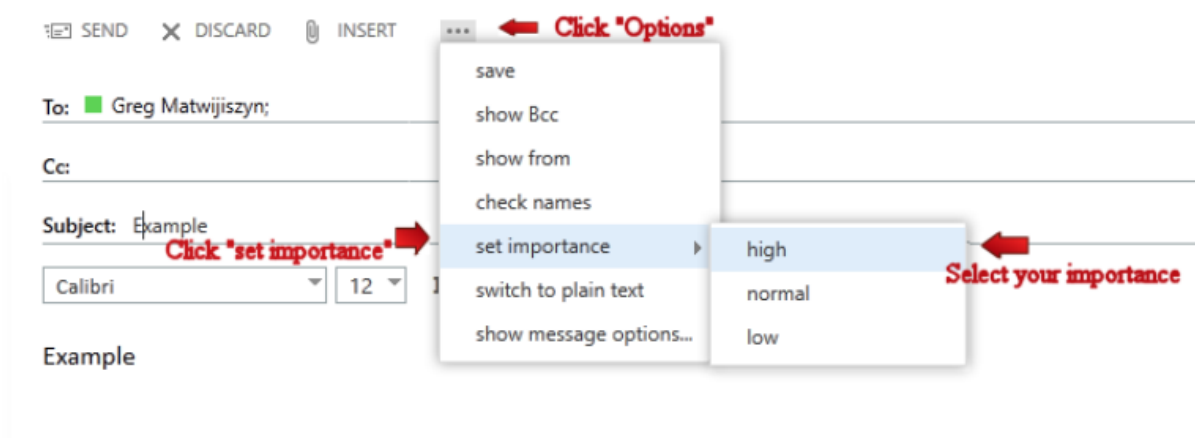


5. When the recipient receives your e-mail they will see an exclamation point.



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"



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

