

Outlook Express

SECURITY SETTINGS

BLOCK ATTACHMENTS



© Darry D Eggleston, 813.677.2871, DarryD@darryd.com

If your Outlook Express is rejecting documents, photos and other attachments, you need to change your security settings. Some documents, especially MS Word documents, are rejected because they incorporate macro codes.

SECURITY SETTINGS

1. Open Outlook Express. You do not need to be online.
2. From the MenuBar, select Tools > Options.
3. In Options, click on the "Security" tab.
4. Ensure that you have selected "Internet Zone" under the "Select the Internet Security Zone to use."
5. Your selections in this window should match **Figure 1**. The critical choices are that there are NO checks for:

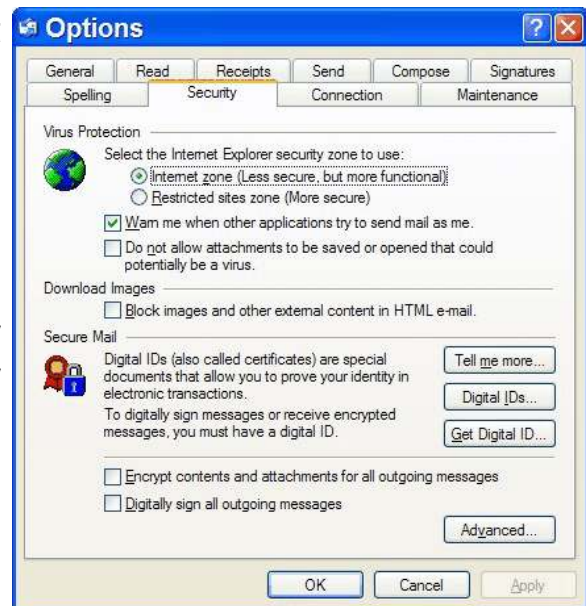


Figure 1

1. "Restricted sites zone..."
2. "Do not allow attachments to be saved..."
3. "Block images and other external content in HTML."

SEND OPTIONS

The setting that can preclude you from send graphics and photos is the kind of email you have selected to be able to send (**Figure 2**).

In the Tools > Options window, ensure that the "Mailing Sending Format," at the bottom of the window is set at "HTML"; not "Plain Text".

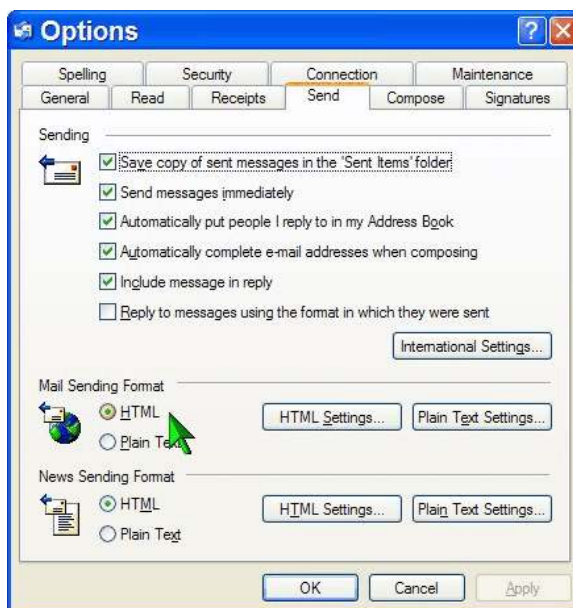


Figure 2