

OUTLOOK EXPRESS

REMOVE EMAIL STATIONERY

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Click on the blue, underlined text to go to its linked reference.



When you create emails, remove any stationery.

Stationery is really distracting and, more importantly, it requires more bandwidth so if you're writing to people using dial-up, it takes a lot longer for them to download it.

To remove background:

1. Select Create > New Message.

2. If you've opened an email that has stationery, from the MenuBar, select Message > New Using > No Stationery (**Figure 1**).

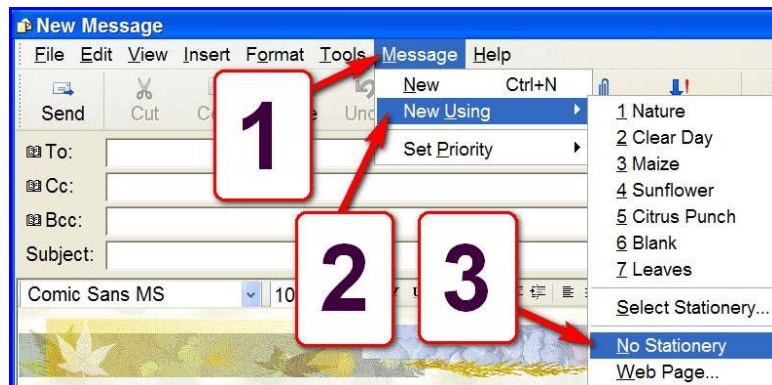


Figure 1

3. If you've been using stationery, but don't have a message opened yet, from the MenuBar, select Format > Apply Stationery > No Stationery (**Figure 2**).

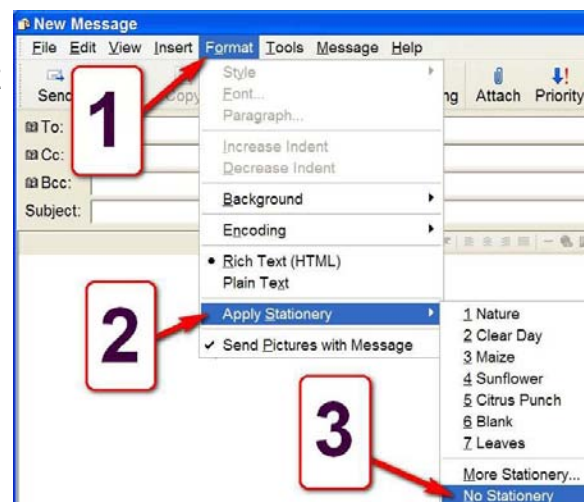


Figure 2