If you want to send fancy formatted emails (messages with different text sizes or colors, formatting, or inline pictures, you need to make sure you are sending messages in HTML or Rich Text Format

Apple's Mail.app

| 00 | Composing |
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| | A UNIT STATE OF A COMPOSING SIGNATURE RULES LETTERDOX Mail Act-On MailTage |
| Composing: Message Format: Rich | Text 🛟 |
| Check spelling as I t | ype 🗘 |
| Automatically Cc: | myself |
| Addressing: | |
| Automatically comple | ete addresses (Configure LDAP) |
| _ | oup, show all member addresses |
| Mark addresses not e | nding with @apple.com, @mac.com |
| Send new mail from: | Account of last viewed mailbox |
| Create Notes & To Do's in: | Account of last viewed mailbox |
| Responding: | |
| | ge format as the original message lain Text |
| Quote the text of the | e original message |
| Increase quote level | |
| When quoting text in re | plies or forwards: |
| Include all of the original | ginal message if any, otherwise include all (?) |

To get to this window, start at the Mail menu (to the right of the Apple Menu) and choose Preferences -> Composing. Then click Composing.

Microsoft Enourage



To get to this window, start at the Entourage menu (to the right of the Apple Menu) and choose Preferences. Then click Compose.