

Outlook 2010: Changing sensitivity levels for email messages

You can include a sensitivity setting which is an advisory to the recipient on how to treat the contents of the message. These options can be set for one email message or for all email messages.

Change the sensitivity level for a message

This sensitivity setting set here is only an advisory. Recipients are allowed to take action on the message that they want to such as forwarding to another person. In order to restrict recipients from such action, you will need to use Information Rights Management, (IRM) if available in your organization.

To change the sensitivity level for a message,

Go to the message window, *Message* tab -> click the *Options* Dialog Box Launcher.
 In the *Message Options* dialog box, go to -> *Message Settings* -> In the *Sensitivity* list, select *Normal], Personal,* or *Confidential* options.

To change sensitivity levels for all new messages,

1. File tab -> Options.

2. Click *Mail* -> Under *Send Messages*, in the *Default Sensitivity level* list, select *Normal, Personal*, or *Confidential* options.

Properties						
Settings Security Importance: Normal Sensitivity: Normal Sensitivity: Do not Au Sensitivity Uoting and Tracking option Request a delivery receipt for this message Request a read receipt for this message						
Delivery options						
9-1	Have replies sent to:					Select Names
	Do not deliver before:	None	-	12:00 AM	-	
	Expires after:	None	Ŧ	12:00 AM	-	
Save copy of sent message Contacts Categories None						

