

## Outlook 2010: Changing sensitivity levels for email messages

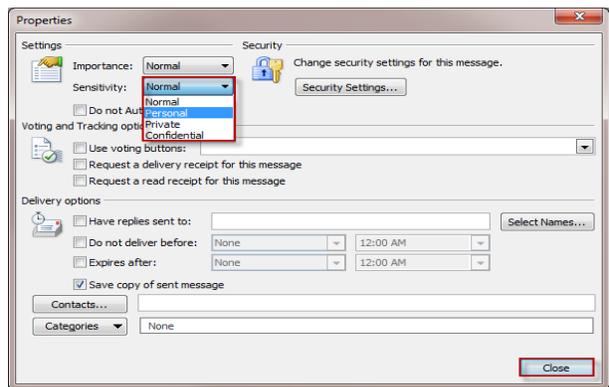
You can include a sensitivity setting which is an advisory to the recipient on how to treat the contents of the message. These options can be set for one email message or for all email messages.

### 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,**

1. Go to the message window, **Message** tab -> click the **Options** Dialog Box Launcher.
2. 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.

