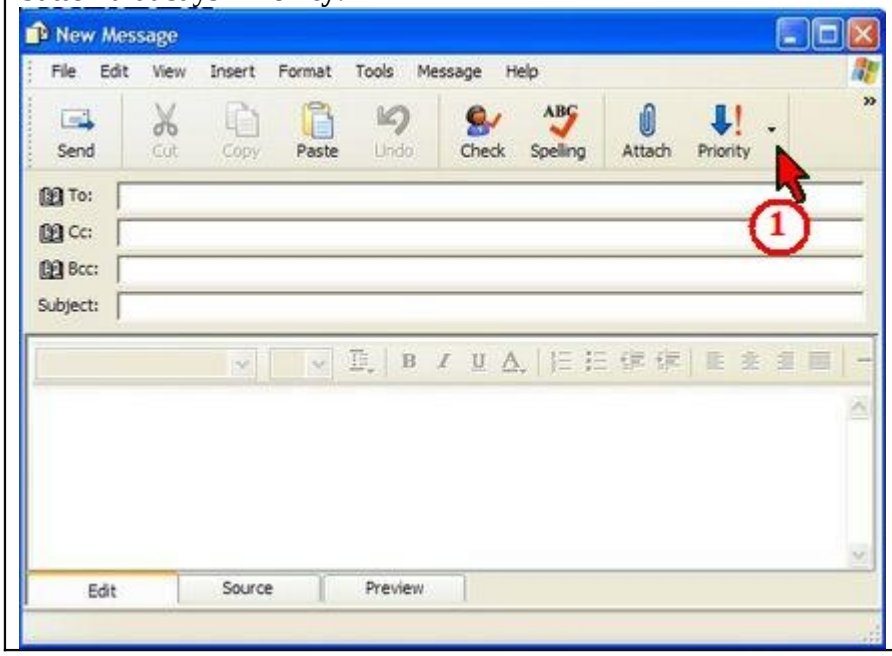
# Coffee Break

Question on Software or Operating system.

## E-mails set as high priority.

Setting your e-mails as high priority, or even low priority, will help your receivers understand if the e-mail needs to be read as soon as they get it or if they can let it go for a couple hours. High priority is much more common than low priority, because it just lets everyone know how important the e-mail is. Setting your e-mail priority is simple to do.

In Outlook Express, create a new message just like you would for any other e-mail. Along the toolbar buttons at the top, look for the button that says **Priority**.



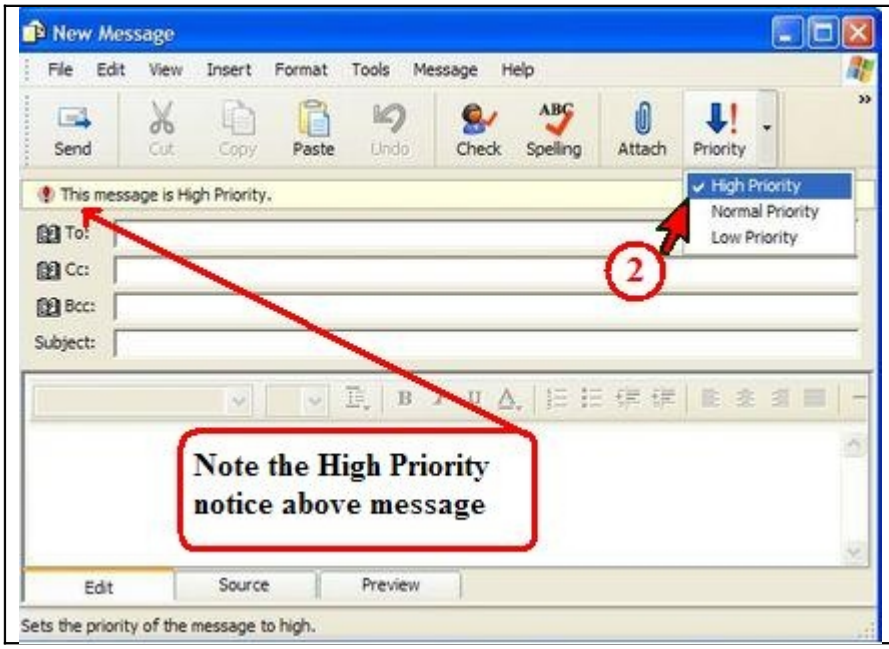

Ensure your New Message window is expanded to display the extra tools.

If you don't see the Priority tool, click on the double arrows as shown.

<><><><><><><><><><><><><><>

[1] Click the down arrow to show the three options.

*High Priority.*
*Normal Priority.*
*Low Priority.*




With the three options shown…
[2] Click on High Priority.

Note that a red exclamation point is used for high priority.

Compose the e-mail like you normally would and send it off. When your receiver gets the e-mail, they will see the exclamation point beside their message. That way, they will know instantly if they need to read the e-mail right away.