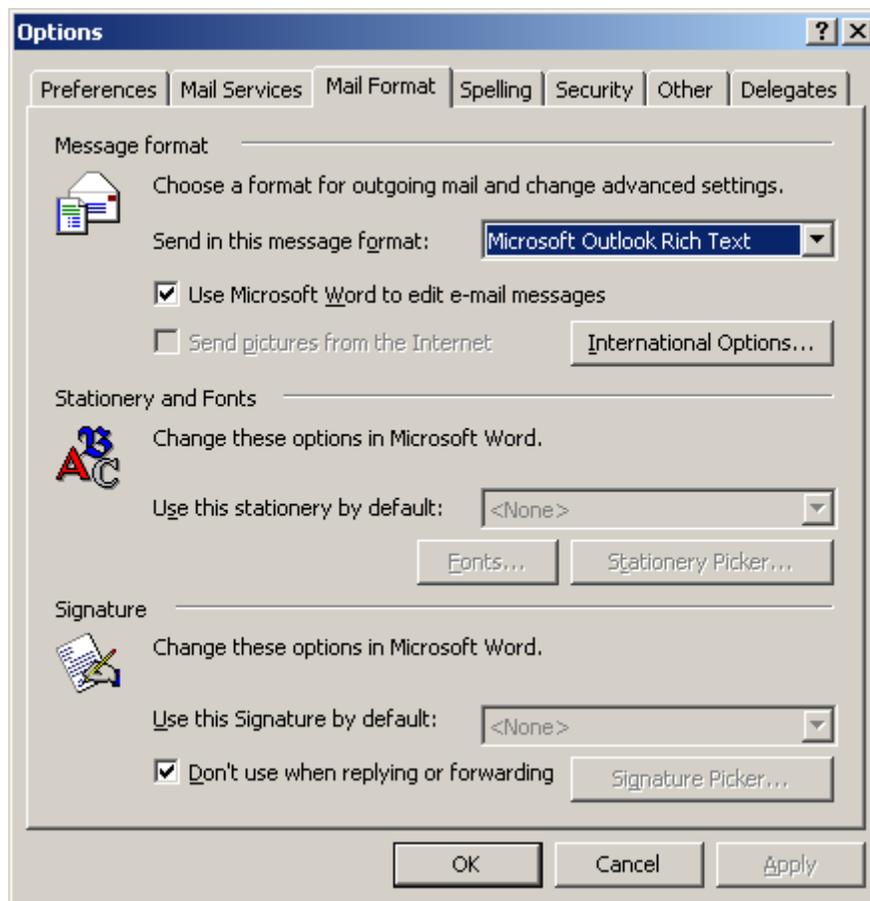


MS Outlook: Setting Word As Your Default E-Mail Editor

If you receive Outlook messages that have pictures in it (like the picture below) but the pictures do not print, you need to set Outlook to use MS Word as your e-mail editor. Here's how:

1. Start Outlook
2. While viewing the Inbox, Click on the menu item "Tools"
3. Select "Options"
4. Click on the "Mail Format" tab. Now you should see a window similar to the one below. If you have printed this document before you have set Word to be your e-mail editor, the picture that should be there will not be printed.



5. Check the box labeled "Use Microsoft Word to edit e-mail messages."
6. Click OK