Productiv I.T. y – For Internal Use Only   ? ✕

WHAT's New?

Mark My Comments Feature in Outlook

Placing your responses next to the statements within the body of original message can speed-up replying to emails but might look confusing.

By adding identifiers to your text replies, readers can easily distinguish the text that you have added.

Follow these steps to setup this Outlook feature.

NOTE: Productiv I.T.y is a regular email publication of Information Security and IT Governance under NCVI. For comments and suggestions, kindly email: ict-process@pjlhuillier.com

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HOW TO USE MARK MY COMMENTS FEATURE
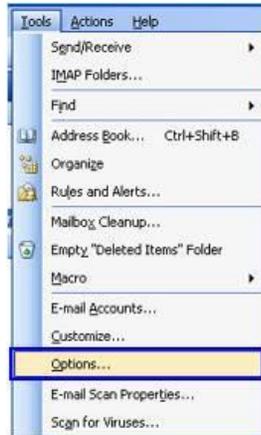
MS OUTLOOK 2003	MS OUTLOOK 2007
1. On **Tools** menu, select **Options**.	1. On **Tools** menu, select **Options**.
2. Under **Preference tab**, select **E-mail Options**.	2. Under **Preference tab**, select **E-mail Options**.
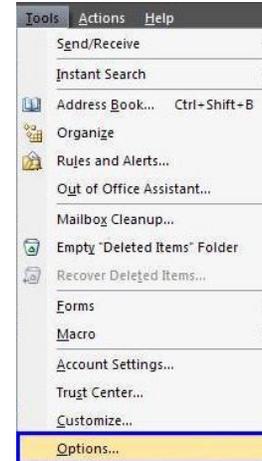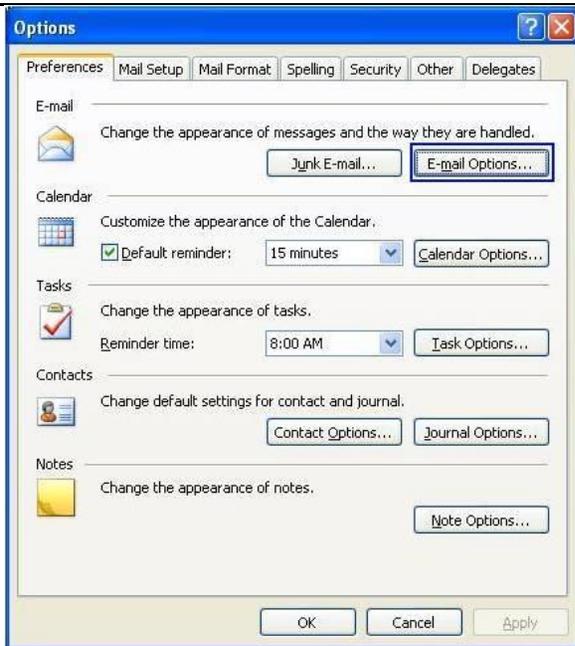
3. **On replies and forwards** section of **E-mail Options** window, select the *Mark my comments with* checkbox and type the text that you want to use to identify your comments.
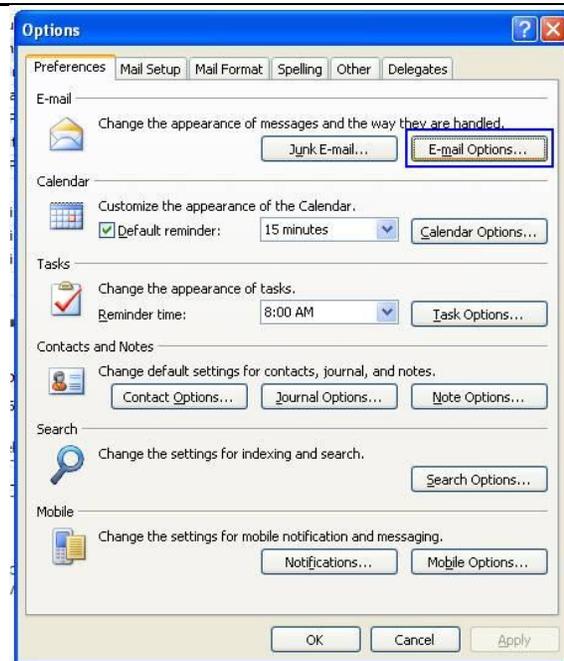
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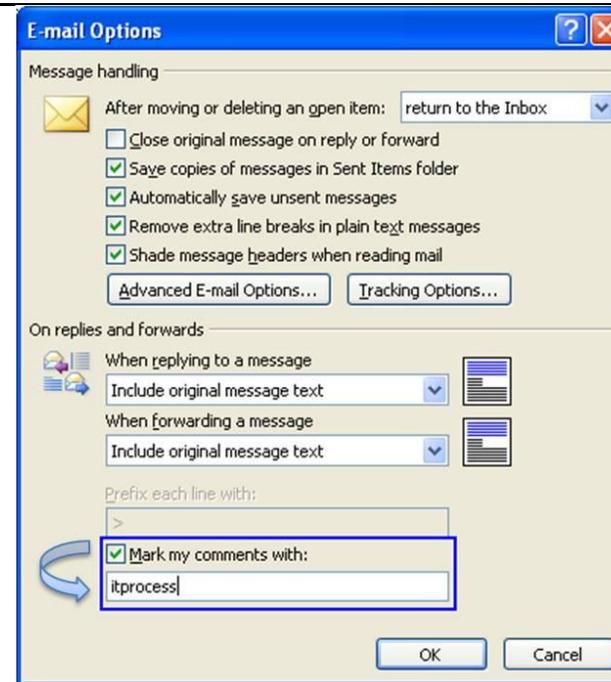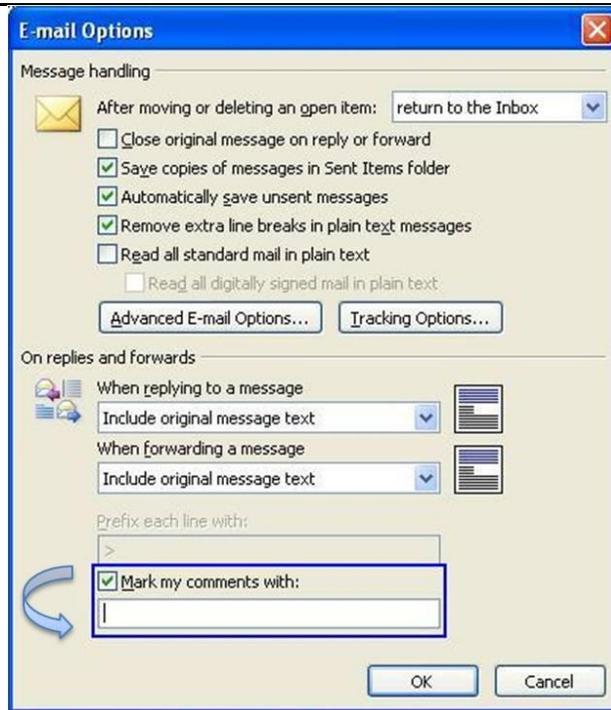
When you reply to the original message, your response will be preceded by the identifier you have set earlier enclosed in square brackets ([]).

Please see responses below.

Thanks.

From: IT Process and Change Management Department
Sent: Monday, June 06, 2011 5:29 PM
To: Ferdinand Jr. G. Pekson
Subject: test

ProductivITy release

1. Release Number:*[itprocess]* tip 45
2. Title:*[itprocess]* using Mark My Comments Feature
3. Application:*[itprocess]* MS Outlook

Regards,

IT Process and Change Management Department