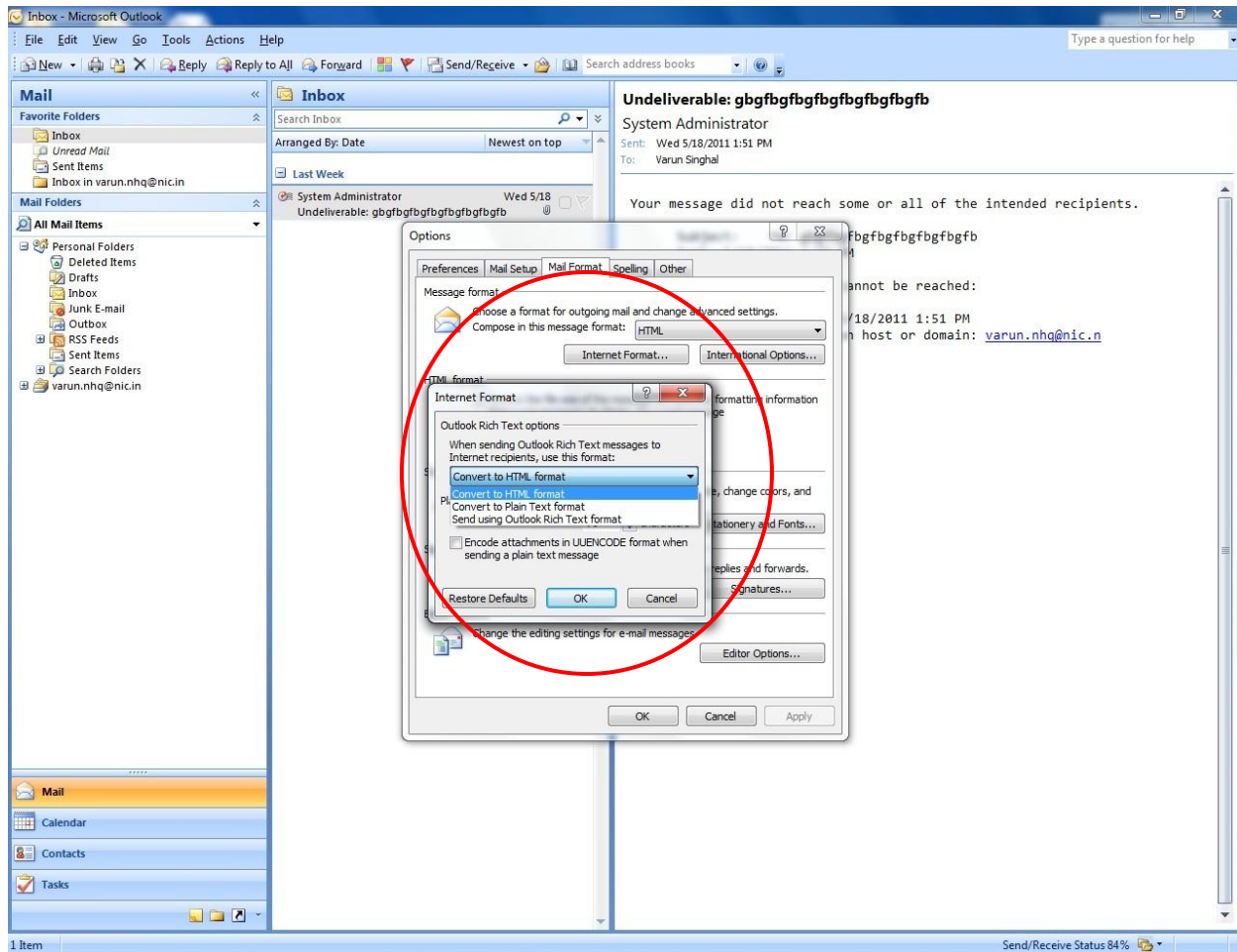
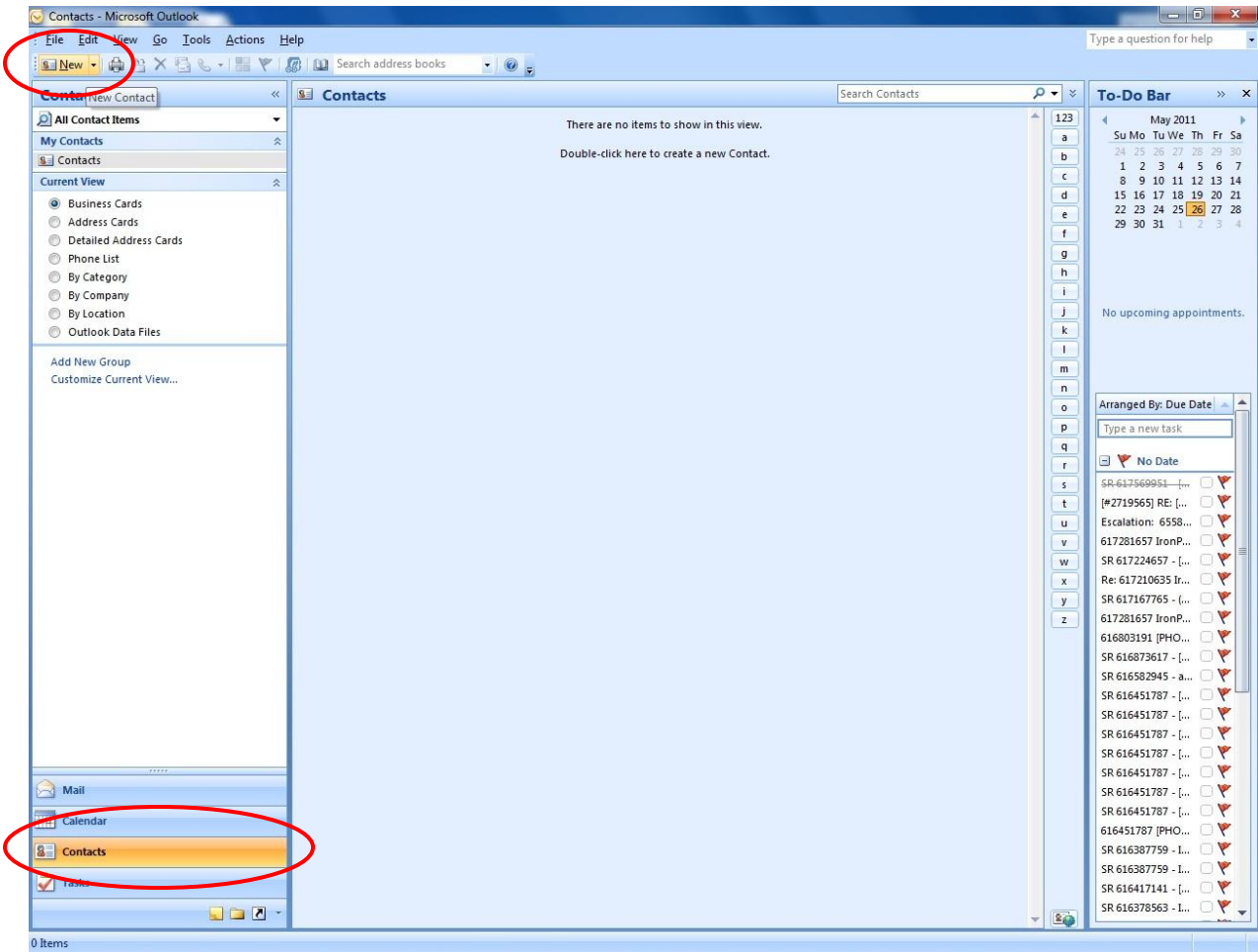


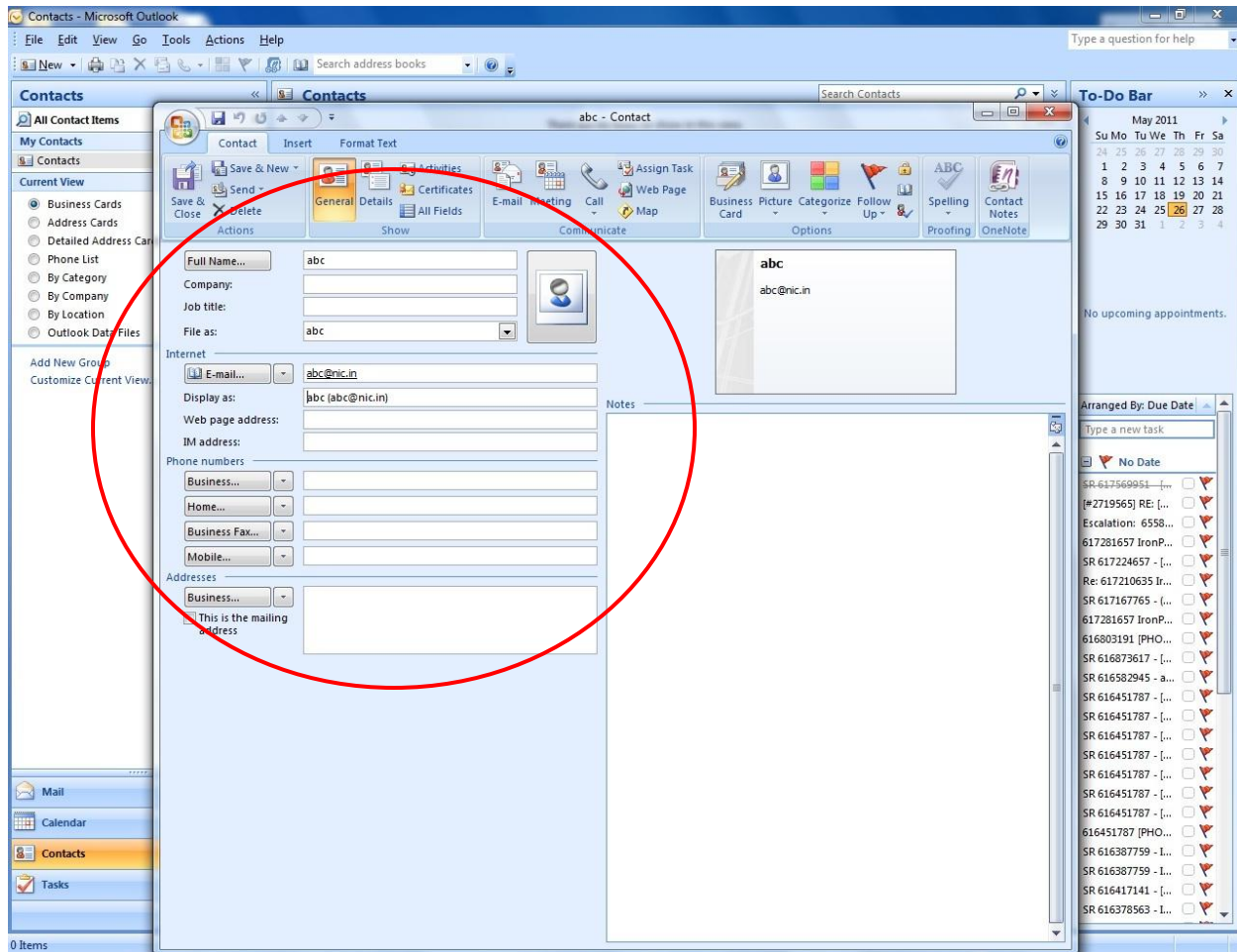
3. Go to Internet Format → In “Outlook Rich Text Option” select “Convert to HTML Format” or “Convert to Plain Text Format” (Should be same as selected in Message Format).



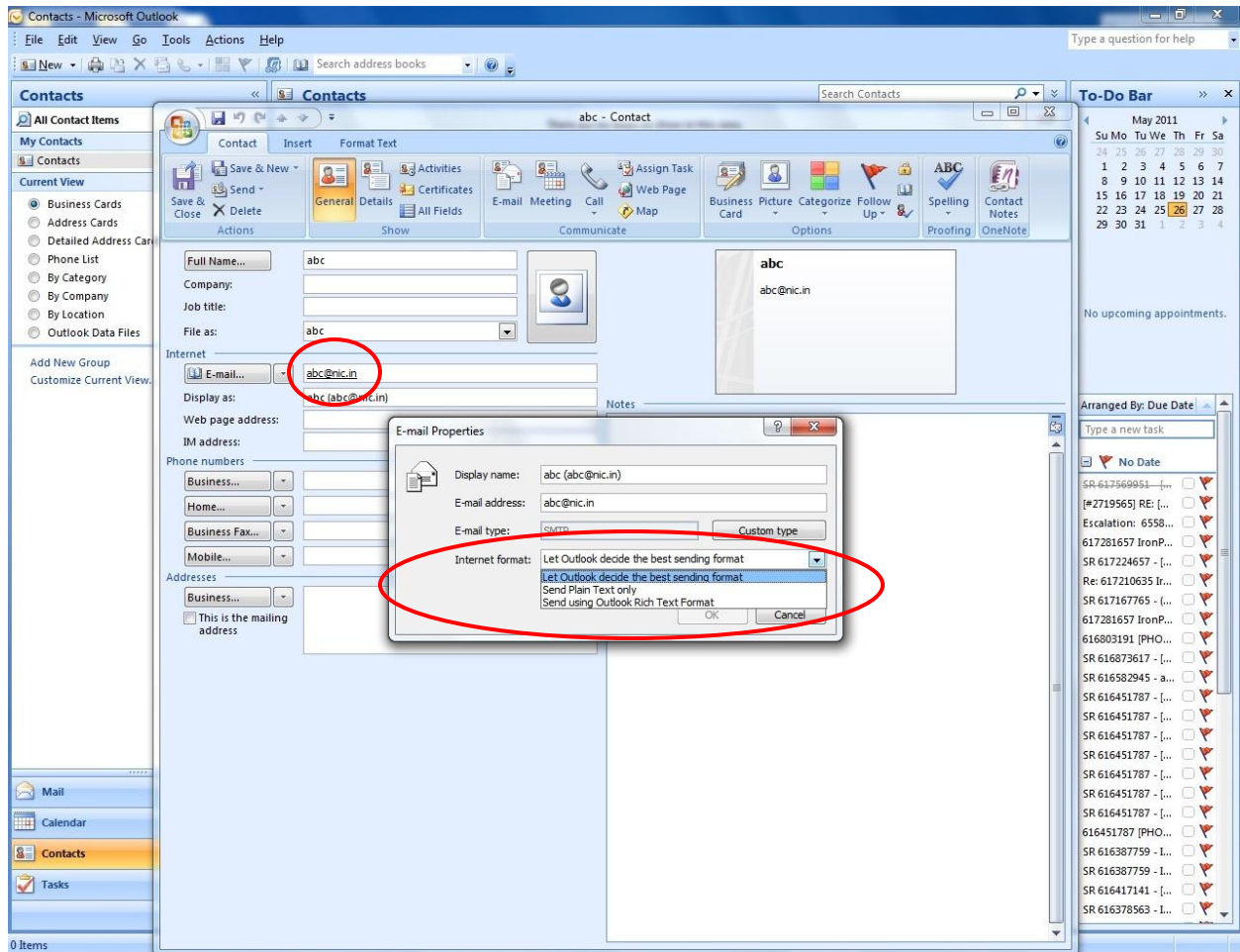
4. Go to Contact → Click on “New Contact” (To add a new contact).



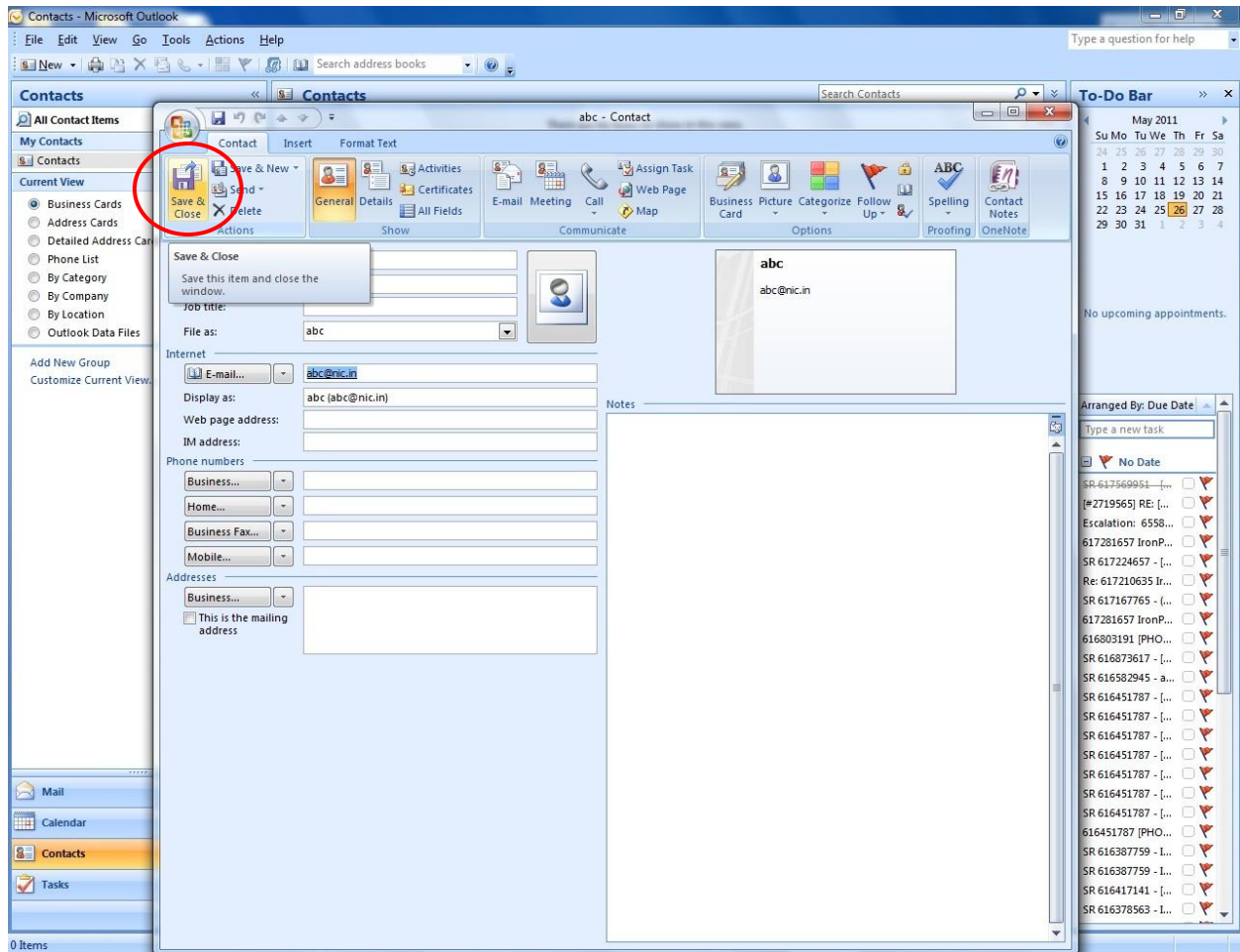
5. In new contact – Fill required fields.



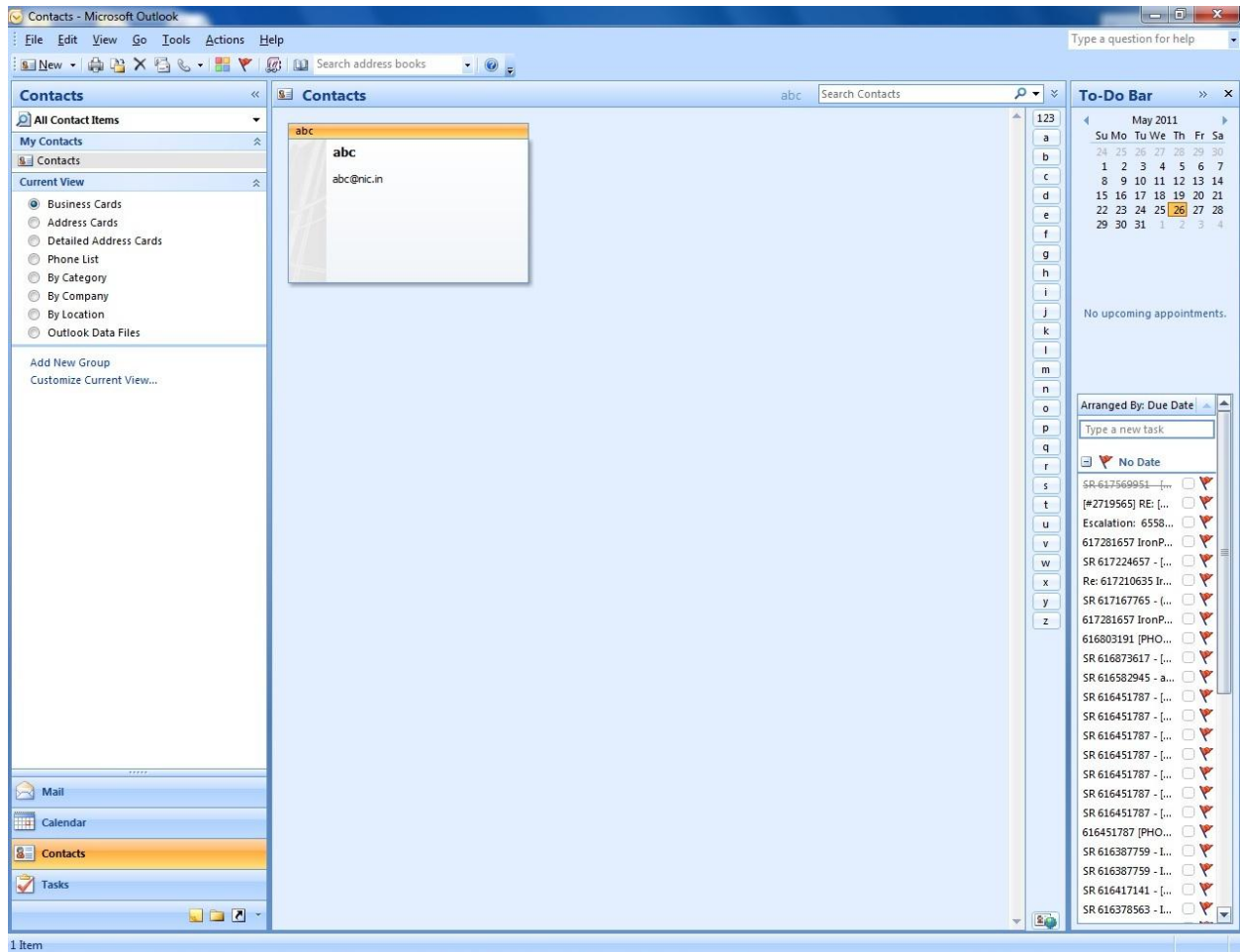
6. Double Click on E-mail ID → In Internet Format select “Let Outlook Decide the Best Sending Format” or “Send Plain Text Only” and then click “OK” Button.



7. Click “Save & Close” Button to save your contact.



8. Your new contact will be ready with correct setting.



In case of any query/assistance please call us on 011-24305101 (24*7)