

Receive notifications of new messages

To receive notification of a new message

1. Click on **TOOLS**, and from the drop-down list, click on **OPTIONS**. The Options dialog box appears.
2. On the **PREFERENCES** tab, click on **E-MAIL OPTIONS**.
3. On the E-Mail Options box that opens next, select options to display notification message, and click **ADVANCED E-MAIL OPTIONS**.
4. Select **PLAY A SOUND** and click **OK**.

To see at a glance when you receive messages with read receipts attached

1. On the **VIEW** menu, point to **CURRENT VIEW**, and then click **CUSTOMIZE CURRENT VIEW**.
2. Click **FIELDS**.
3. In the **SELECT AVAILABLE FIELDS FROM** list, click **ALL MAIL FIELDS**.
4. In the **AVAILABLE FIELDS** list, click **RECEIPT REQUESTED**, and then click **ADD**.

To change the display order of this field, in the **SHOW THESE FIELDS IN THIS ORDER** list, click **RECEIPT REQUESTED**, and then click **MOVE UP** or **MOVE DOWN**. Now there's a column in your Inbox that will have a **YES** in it when the message has a read receipt request attached or a **NO** if it does not.