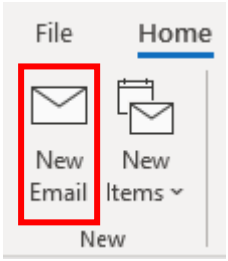
How to change email from plain text to HTML

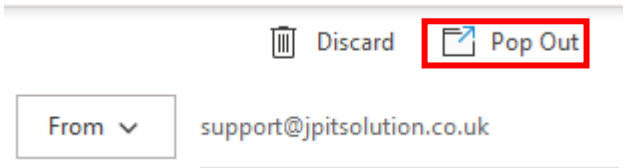
Have you ever replied to an email and your signature does not appear? This is because the message was sent to you in plain text.

Follow these steps to change the format back to HTML.

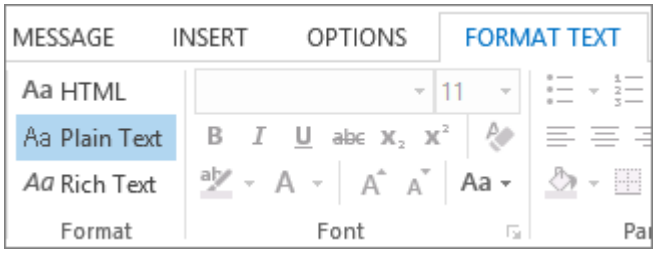
1. Create a message.



2. If you are working in the Reading Pane, click **Pop Out**.



3. In the message window, choose **Format Text**, and then choose **HTML**, **Plain Text**, or **Rich Text**.



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