

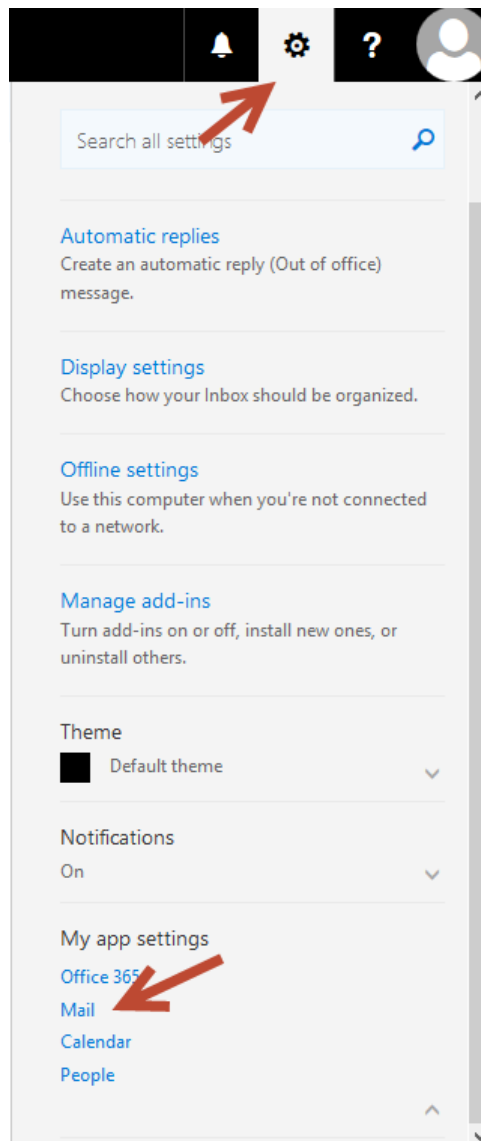
## To change your Office 365 email settings from “Plain Text” to “HTML”

Here’s how to change your webmail preview pane to show email content in HTML format (links & images) versus just text.

Once logged in to your webmail, follow the procedures below:

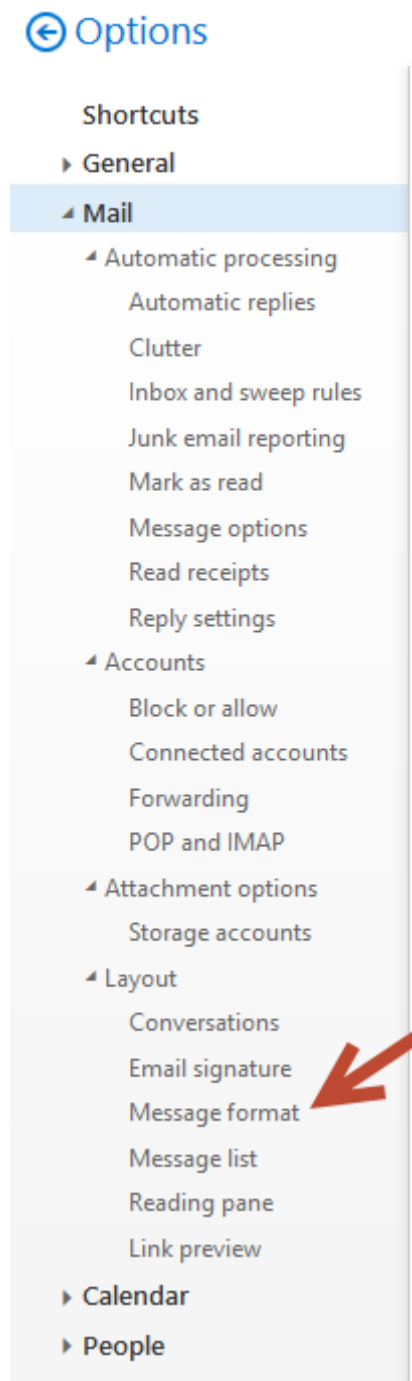
At the top of the page, select **Settings** 

At the bottom of the page under **My App Settings**, click on **Mail**

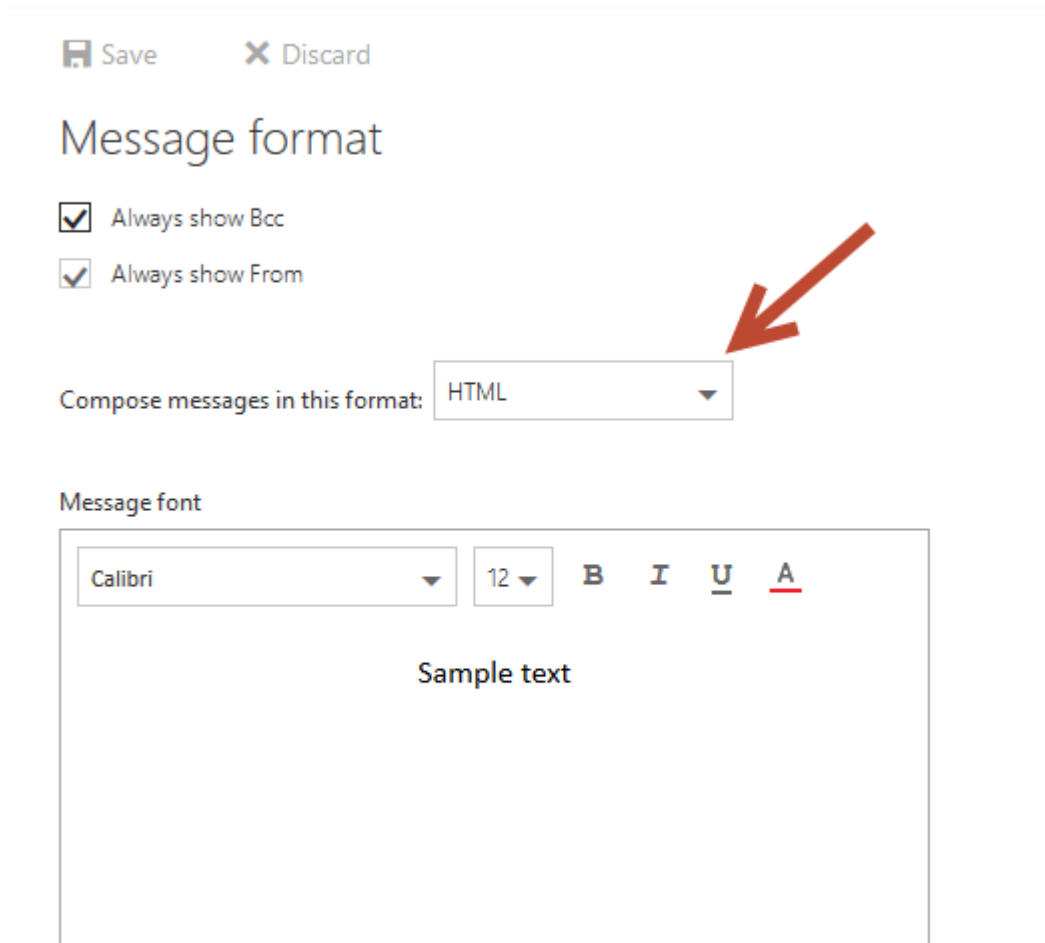


For assistance with the instructions, please email [support@shringtech.com](mailto:support@shringtech.com) or call 678.680.4910

Then click on **Messaging Format** under **Layout**



Change “**Compose messages in this format**” from Plain Text to HTML.



Once you have changed the format then click **SAVE** at the top of the screen.

Now all of your messages will be formatted in HTML.