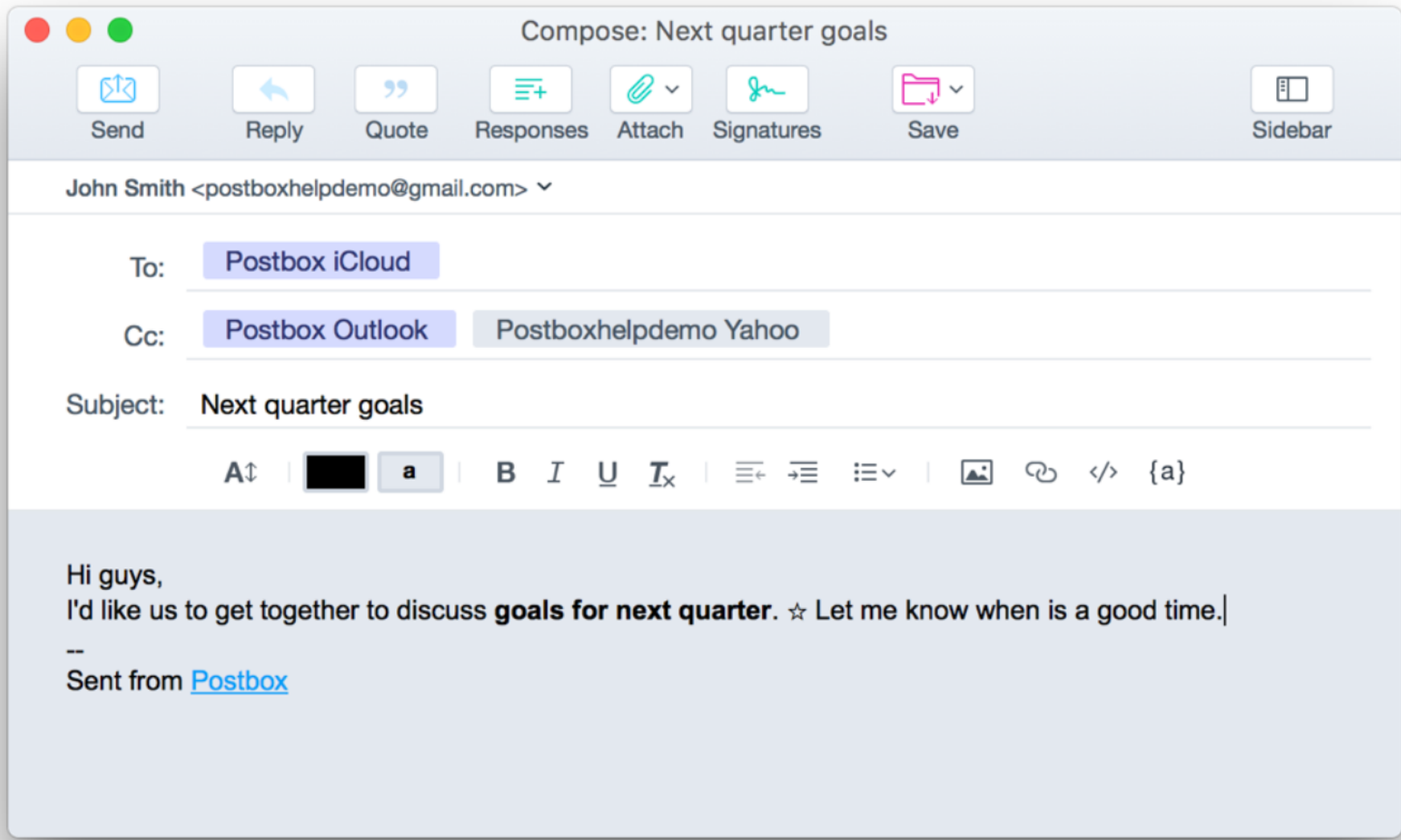


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Composing a message

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You've opened the message compose window, and now it's time to learn all the great features for composing and sending messages in Postbox. Here's a outline of some great ones you should know about.



Choose your identity

Have you set up more than one identity in Postbox? Click on your name and address, then pick which identity you want to send from in the drop-down list. Your From name and address will be updated, as well as any pre-filled CC and BCC fields, and signature you've set up for that identity. For more information, see [How to use identities](#).

Choose your recipient

Just start typing the name or address of your recipient in the To or CC fields, and Postbox will list people in your address books to choose from.

Domain fencing

If you'd like a visual marker to warn you when you are sending to a specific domain, or sending to a domain outside your work email, set up domain fencing. For more information, see [How to use Domain Fencing](#).

Formatting toolbar

Using the formatting toolbar, you can:

- Increase and decrease the size of your text. To set the font, go to **Preferences > Composition > General**.
- Change the color of the text.
- Change the background color of your message.
- Style text with Bold, Italics, and Underline.
- Use the button to remove Bold, Italics, and Underline from text.
- Indent your text.
- Create bullets lists, and numbered lists.
- Insert an image.
- Create a hypertext link.
- Switch to code view, where you can directly edit the HTML code of your message. For more information, see [HTML Code View](#).
- Insert a placeholder. For more information, see [Placeholders in Templates and Responses](#).

Quoting

When you're replying to a message or forwarding one, Postbox will quote the message you are replying to. In the Composition panel of your account settings, set where you want to start your reply, where to put your signature, and how/if you want to quote the text you're replying to, including the ability to summarize the conversation. For more information, see [Summarize and Quote Mode](#).

Responses

If you used canned responses, here is where you can automatically insert one of your response. Use them in conjunction with placeholders to personalize the response to person you're sending to. For more information, see [How to use Responses](#).

Emojis

Want to insert an emoji? Type : then a description of the emoji you want to use. A menu of available emojis matching your description will appear, then select the one you want to use. For more information, see [Emojis in Postbox](#).

Signature

With Postbox, you can create multiple signatures, and assign one to an identity. Use the Signature button to change signatures on the fly. For more information, see [How to Create and Assign Signatures](#).

Attach a file

Want to attach a file? Use the attach button, or simply drag the file from another window into the composition window.

Set priority

Before sending your message, you may want to set the priority. Go to **Tools > Priority**.

Spell check

Postbox will automatically identify any misspelt words with a red-underline. Right-click on any word with a red underline to view suggested correct spellings. If you want to give the message one last check, go to **Options > Check Spelling**.

Encrypting

To encrypt a message that you send, go to **Options > Security > Encrypt this message**. You can also choose digitally sign this message to use a digital signature. For more information, see [Obtaining a SMIME Certificate to Sign or Encrypt Emails](#).

Send and archive

Want to archive a message that you're reply to as soon as you send a reply? Go to **Preferences > Composition > Advanced**, and check mark **Enable Send and Archive**. For more information, see [Send and Archive](#).

Sound on send

It some cases, you might want to hear a sound indicating that a message has been sent. In Postbox, go to **Preferences > Composition > Advanced**, and check mark **Play sound on Sending Mail**.

Send later

What if you don't want to send the message right now, but keep it in an outbox? Go to **File > Send Later** to finish composing the message, and put it in your your local Outbox folder.

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