

# How do I set the importance of an email in Office 365 Outlook Web Access?

You can let people know the urgency of a message by setting the importance to High, Normal, or Low.

## How to set importance in Office 365 Outlook Web Access:

When **composing** or **replying** to an email, click the drop down menu at the bottom, next to the row of icons. Hover your mouse over “Set importance” and click on the desired level of importance. By default, importance is set to Normal.

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