

EXTRANET

Restoring Line Breaks in Microsoft Outlook

1. Click on the “File” tab in Outlook. (top-left corner)
 - i. Make sure you click on File tab for the Outlook application and not the file tab for the specific message.
2. Then click on “Options”. (left side bar)
3. In the options dialogue box, click on “Mail”. (left side bar)
4. Scroll down to find the section titled “Message Format”.
5. Within the Message Format section there should be a check box for “Remove extra line breaks in plain text messages “. Uncheck that box.
6. Click “OK”.

*****All future messages received from Extranet should now display properly.*****