

Outlook

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The comments feature in Outlook basically works the same as it does in Word. When you add a comment, Outlook highlights the selected text, includes a balloon with your comment, along with your initial.

To add comments to a message:

Open the appropriate message.

Click Other Actions and click Edit Message.

Select the word or phrase to which you want to add a comment.

Press Ctrl+Alt+M and type in your comment.

Repeat step 4 to include additional comments.

When you reply to the message, after inserting your comments, they will be included in the message.

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Auteur: Harry van der Pol

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