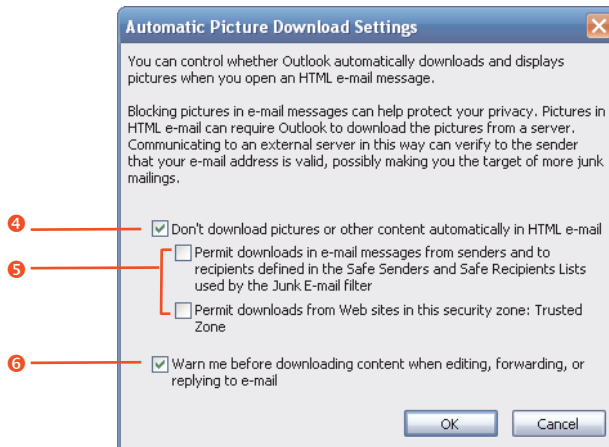


The Traditional Writing Approach (lots of text & screen shots)

Shut Off HTML Links In Emails









1. Open the **Tools** menu and select **Options**.
2. Select the **Security** tab.
3. Click on the button labeled "**Change Automatic Download Settings...**".
4. Place a check mark ✓ in the box labeled "**Don't download pictures or other content automatically in HTML e-mail**".



5. Remove check marks ✓ from the boxes labeled "**Permit downloads in e-mail messages...**" and "**Permit downloads from Web Sites...**".
6. Place a check mark ✓ in the box labeled "**Warn me before downloading content when editing, forwarding, or replying to e-mail**".
7. Click **OK** to close the dialog box, then click **OK** again.

The New Approach — Using Our Icons (less words & easier to follow)

Shut Off HTML Links In Emails

- 1  **Tools > Options**
- 2  **Security**
- 3  **Change Automatic Download Settings...**
- 4  **Don't download pictures... in HTML email**
- 5  **Permit downloads in email messages...**
- 6  **Permit downloads from Web Sites...**
- 7  **Warn me before downloading... or replying to email**
- 8  **OK X 2**