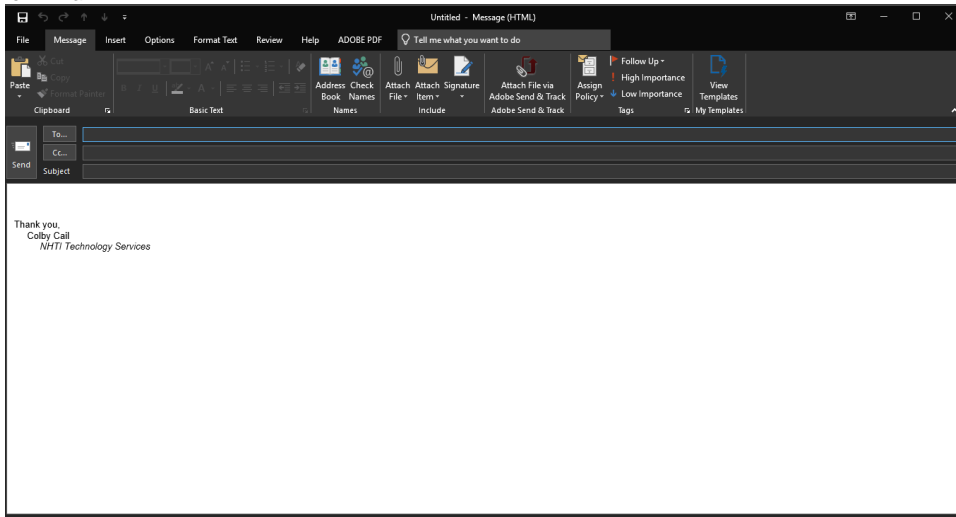


# How to Convert an Email to RTF Format

This is a guide on how to convert a new email from Plain Text format to RTF

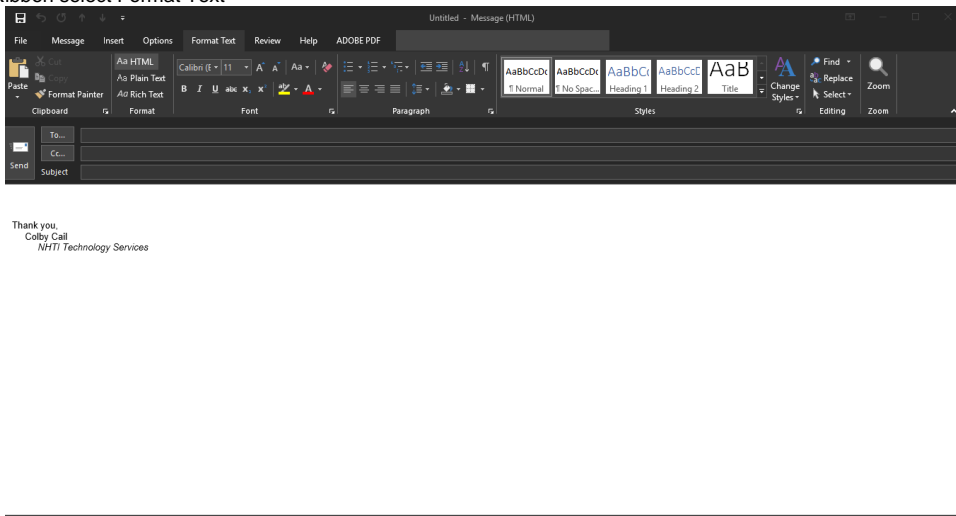
## Step-by-step guide

### 1. Open a New Email



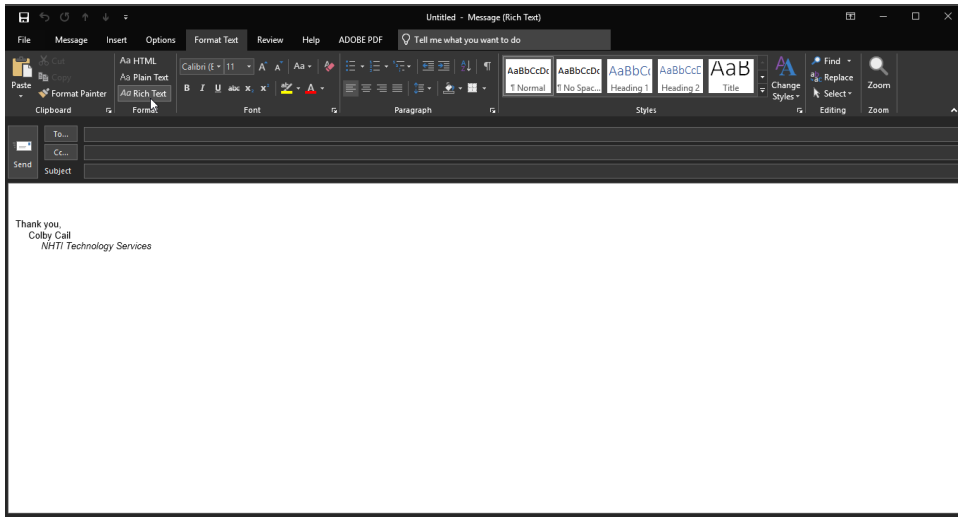
a.

### 2. On the Ribbon select Format Text



a.

### 3. Then Select "Rich Text"



a.

## Related articles

- [Out of Office Autoreply for Shared Mailboxes](#)
- [Office 365 Server Settings](#)
- [How to access email on a phone](#)
- [How to Download and Install Office Applications](#)
- [Adding a Shared Mailbox to Outlook](#)