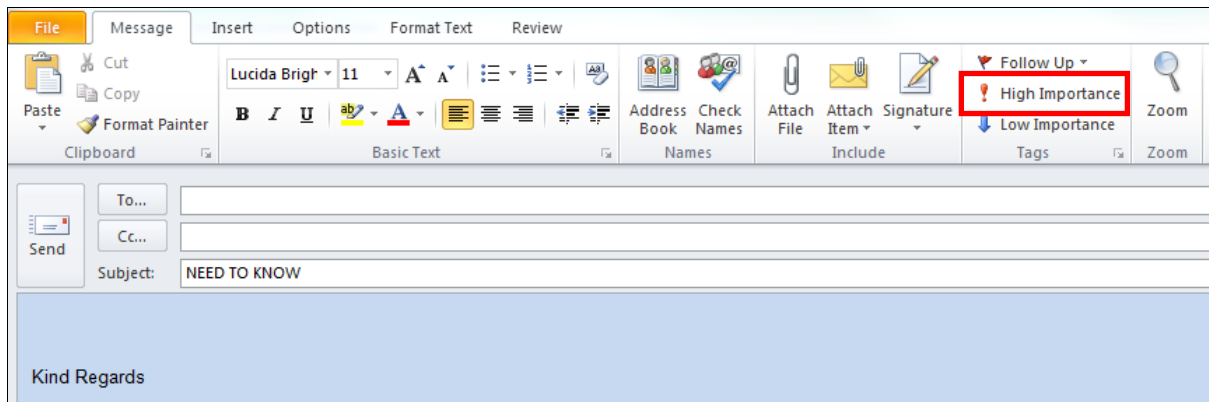


## Appendix 3: Guide to Marking E-mails High Importance and Confidential

1. To mark an email High Importance click on the button shown below:



2. In the More Options select the following from the drop down lists indicated below:

- a. Importance - High
- b. Sensitivity - Confidential

