## Quicklaw for Microsoft Office: Background or Suggest Feature Not Working

## **Problem Description**

Your email message is in plain-text (non-HTML) format. If you want to highlight and hyperlink portions of text in an email message, the content has to be HTML-aware.

## **Suggested Action**

If you receive a plain-text email message, such as a LexisNexis<sup>®</sup> Alerts notification, click **Reply** or **Forward**. In compose or edit format, Microsoft<sup>®</sup> Outlook<sup>®</sup> unprotects the email message, and the editor becomes HTML-aware. This allows you to utilize the **Background** or **Suggest** functionality.

