

# CONFRONTING THE CARETS IN YOUR EMAIL

Beginners' Kaffee Klatch  
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We've all been confronted with this problem. You receive a forwarded e-mail (one that was probably forwarded many times before it ever made its way to you) and it never fails; there are always tons of those little carets (>>>) infesting the e-mail.

Unfortunately, there's no way to manually eliminate all of those carets (unless you backspace them all) without downloading a program (see box below) to do it for you, but there is something you can do to prevent more of the carets from showing up. In **Outlook Express**, go to **Tools, Options** and click on the **Send** tab. On that page, click on the **Plain Text Settings** button. Next, make sure the box that says "**Indent the original text with (carets) when replying or forwarding**" is unchecked. This will stop any additional carets from getting into the e-mail. Once you send out the forwarded message that contains the carets, you will want to reset your Outlook Express to the HTML setting.

This little program (only 171 KB) is not only FREE, but it will rid the message of all the unnecessary and distracting >> carets. And it does its work quickly and in three easy steps. You will definitely want to use this tool, particularly if you plan to forward the message on to a friend.

<http://tinyurl.com/lob22>