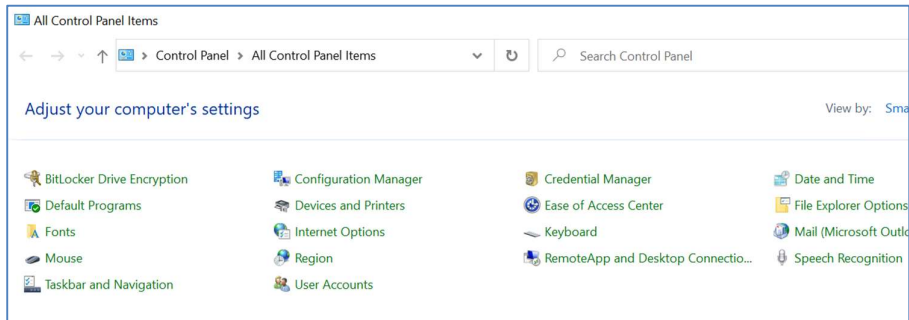


Setting the application to use Outlook when a “Mail to” link is received in an email

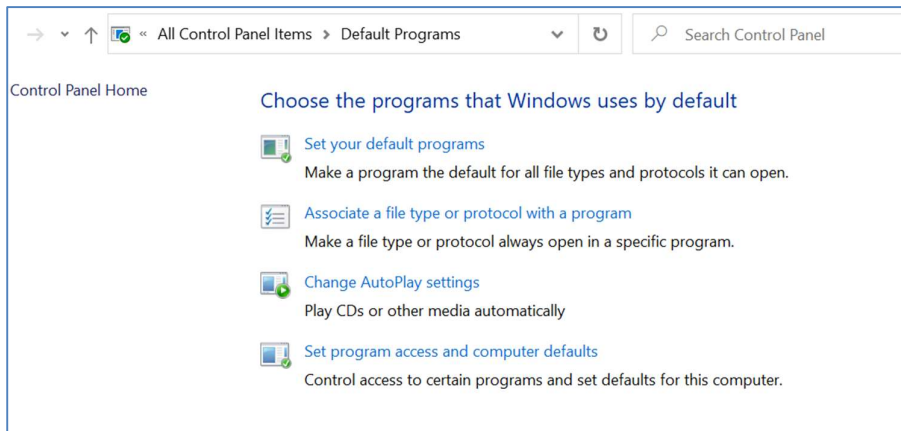
Generally, clicking a mail to link received in an email will create a new email in the same application with the recipient details already completed. However sometimes the mail to link is associated with a different application, such as a web browser, and will try to open that application instead

To ensure the link is associated with the mail client in use (in this case Outlook)

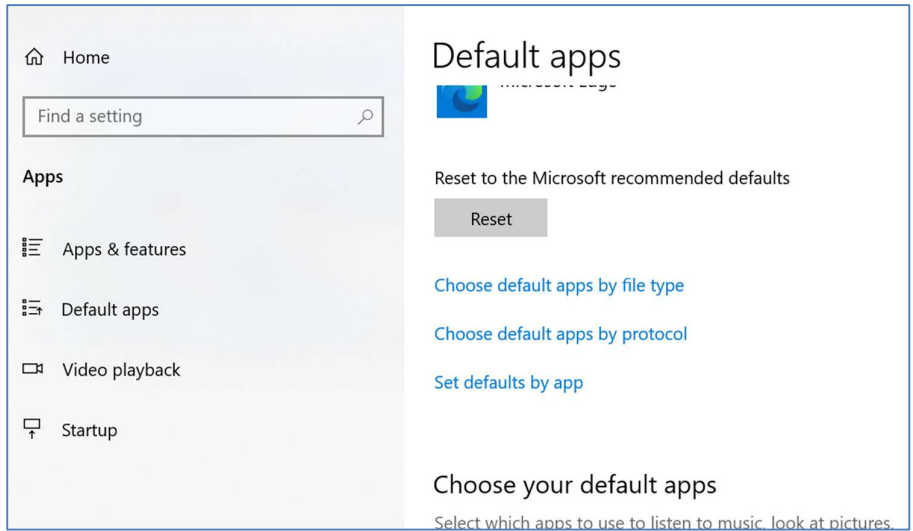
Click on start and type in Control Panel Open the Control Panel



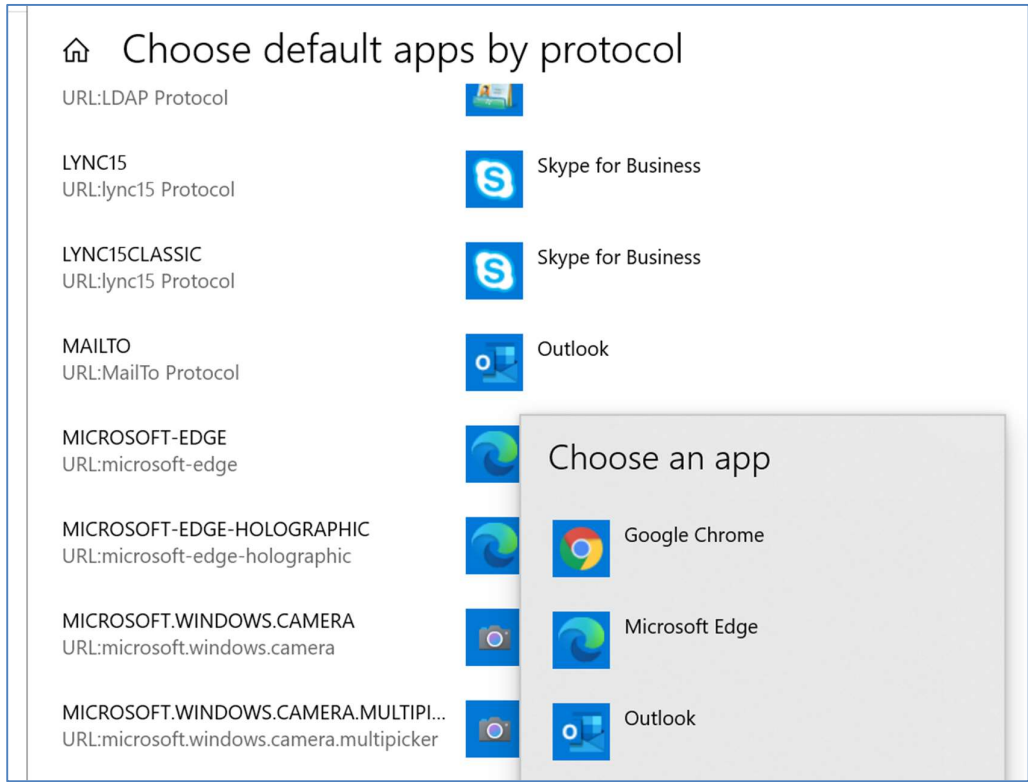
Select Default Programs



Select Associate a file type or protocol with a program Scroll down and select choose default apps by protocol



Scroll down to find MAILTO
If the correct app is not displayed click on the app and select the mail client that is in use



Close all control panel windows