

Read Receipt Options

This option is used to determine how Outlook Web Access responds to e-mail messages for which the sender requests a read receipt. A read receipt is a message that is sent back to the sender indicating that the message has been read.

- Click the **Options** link in the **upper right** corner of the **Outlook Web Access** window (see

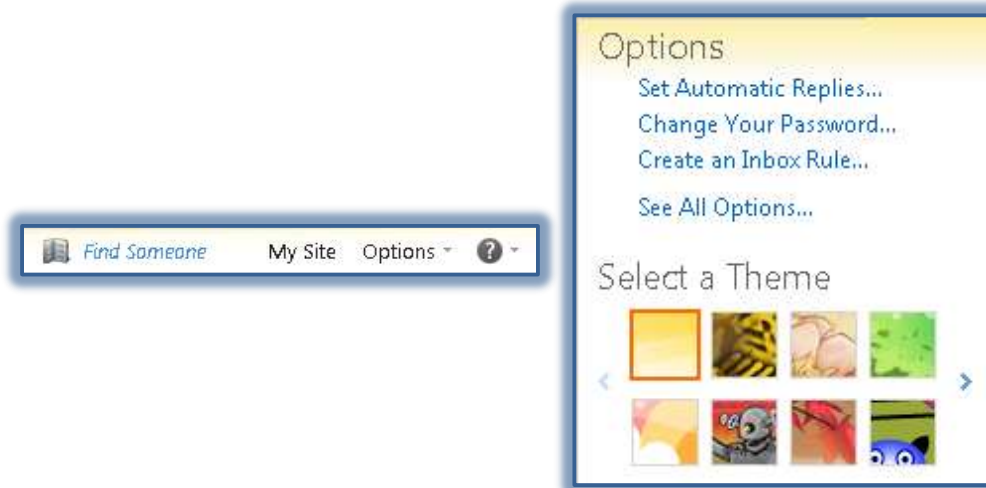
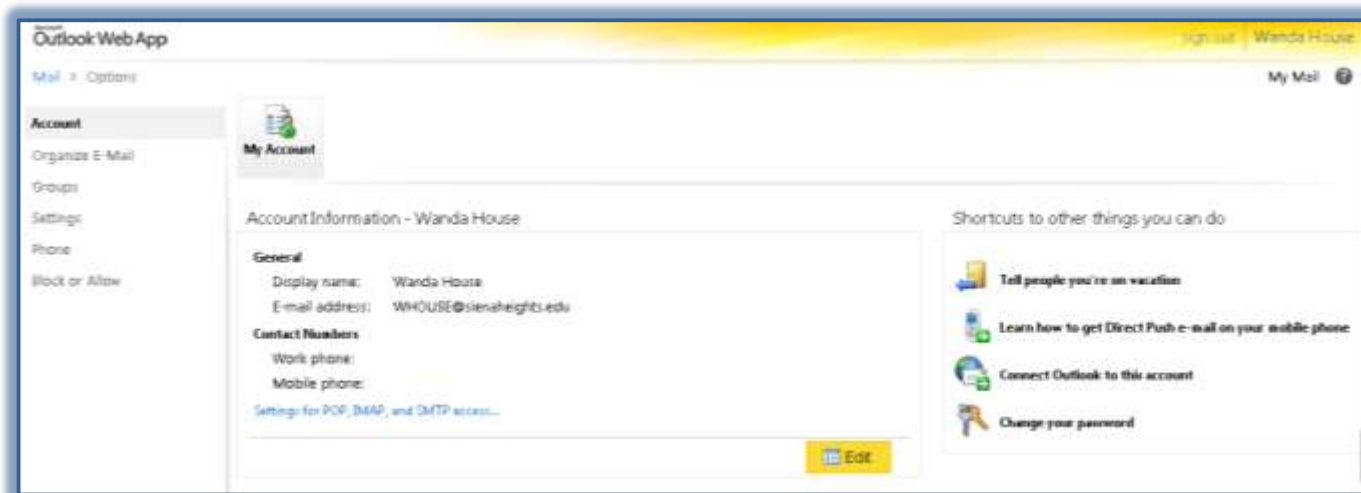


illustration below).

- In the list that appears, click the **See All Options** link.
- The **Options** window will display with the **Account** option selected (see illustration below).



- Click the **Settings** link on the left side of the window.
- Click the **Mail** button.
- The **Mail Options** window will display.
- The **Read Receipts** area (see illustration on the next page) appears on the right side of the window.
- There are three options for responding to read receipt requests. They are:
 - ✦ **Ask me before sending a response** – This option should be selected when Outlook Web Access is to prompt you before a read receipt is sent. A message will appear in the

information bar stating that the sender has requested a read receipt. This is the default setting.

- ✦ **Always send a response** – Use this option if Outlook Web Access is to automatically send a read receipt response to the sender whenever one is requested.
- ✦ **Never send a response** – Select this option if Outlook Web Access is to be prevented from sending a read receipt response to a sender who has requested one.

Read Receipts

Choose how to respond to requests for read receipts.

Ask me before sending a response

Always send a response

Never send a response

 When all the options have been selected, click the **Save** button.

