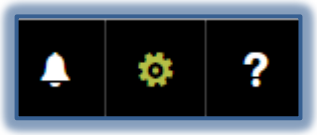
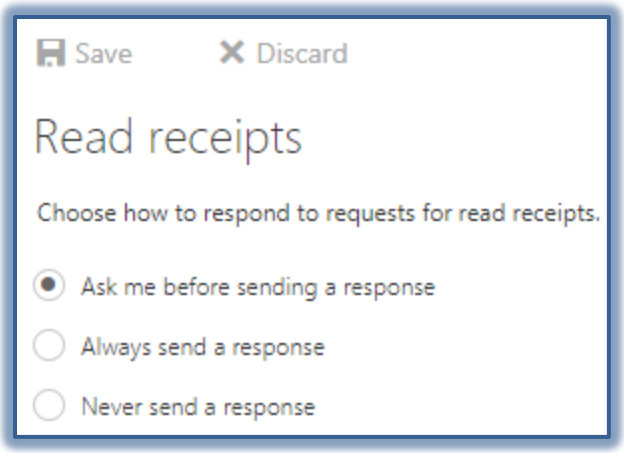
Read Receipt Options

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.

- Go to your **Webmail** through **My Siena**.
- Click the **Options** button in the upper right corner of the **Outlook** window. This is the highlighted button shown in the illustration at the right.



- In the list that appears, click the **Options** link.
- The **Options** window will display.
- Click the **Mail** tab.
- Click the **Automatic Processing** link, if necessary.
- In the list that appears, click the **Read Receipt** link.
- The **Read Receipts** window will display.



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