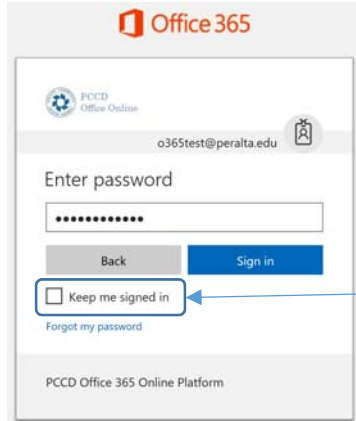




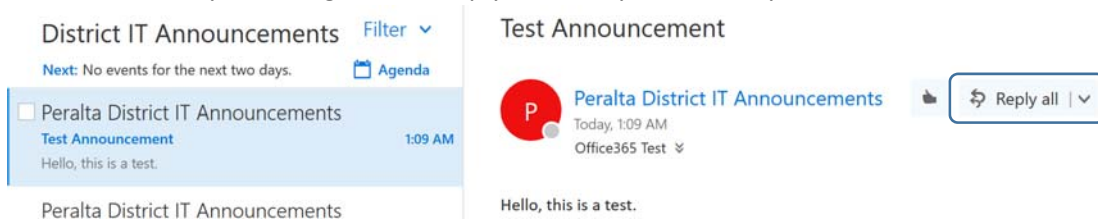
How To: Modify Default Reply Settings (Outlook on the Web)

1. Sign in to your mailbox using your email address and password:

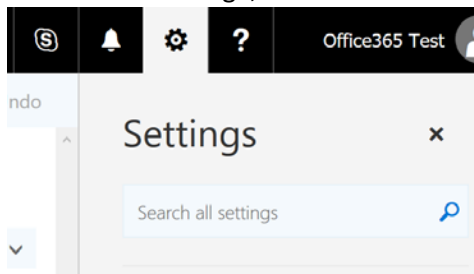


Note: do not check this box if you use multiple (such as departmental) mailboxes or logins.

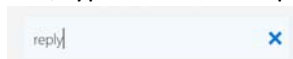
2. Your mailbox may be configured to 'Reply All' to any new email you receive, such as this one:



3. If this is the case for you, you can change this option to simply be 'Reply' instead of 'Reply all'. To make this change, click the 'Gear' icon at the top of the screen to open the settings dialogue:



4. Just below the word 'Settings' is a search field for you to search for a particular setting. In this box, type the word "reply":

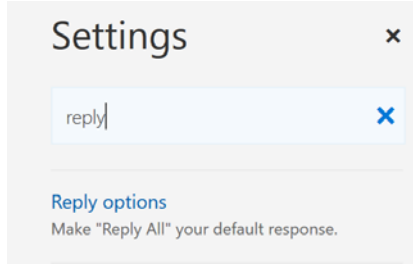


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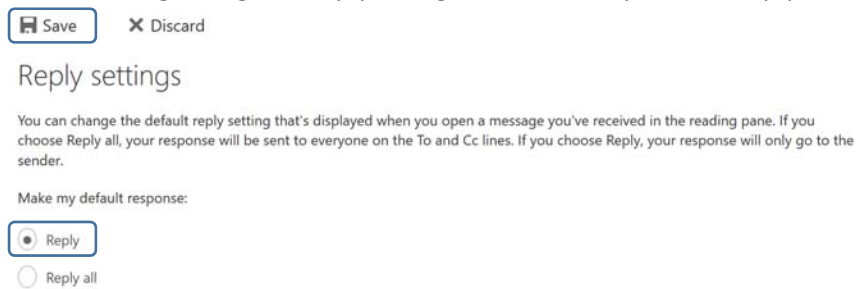




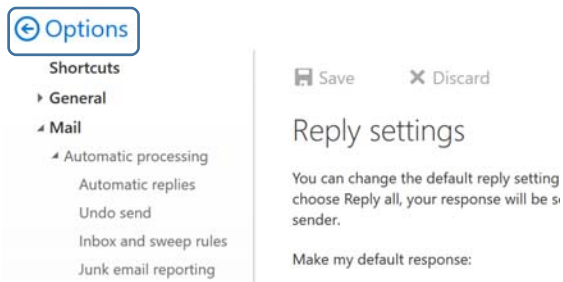
- Results for your search will be displayed immediately. Click once on the first result in the list, on the setting called 'Reply options':



- In the following dialogue, simply change the default option to 'Reply' and click 'Save':



- To exit the options dialogue and go back to your mailbox, click the back arrow at the top left corner of the screen:



- To close the settings dialogue, click the 'X' in the upper right-hand corner of the menu:

