

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

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



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



Test Announcement

Peralta District IT Announcements Today, 1:09 AM Office365 Test \*



Peralta District IT Announcements

Hello, this is a test.

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":

reply 🗙

## Continued...





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

Settings	×
reply	×
Reply options Make "Reply All" your default response.	

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

Save X Discard	
Reply settings	
You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.	
Make my default response:	
Reply	
Reply all	

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

© Options		
Shortcuts	Save X Discard	
General		
⊿ Mail	Reply settings	
<ul> <li>Automatic processing</li> </ul>	steps) seemigs	
Automatic replies	You can change the default reply settin	
Undo send	choose Reply all, your response will be se sender.	
Inbox and sweep rules	Make my default response:	
Junk email reporting		

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



