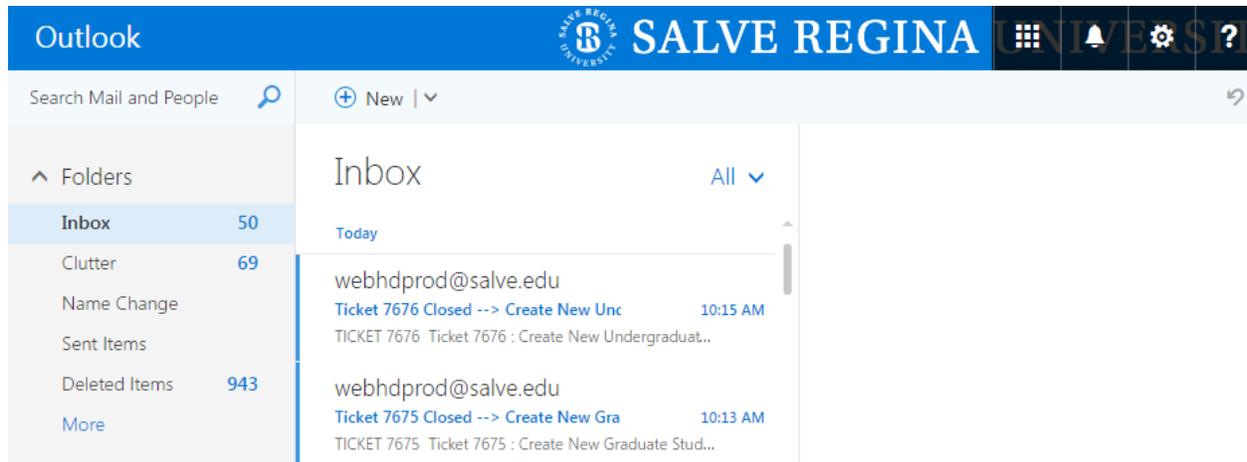


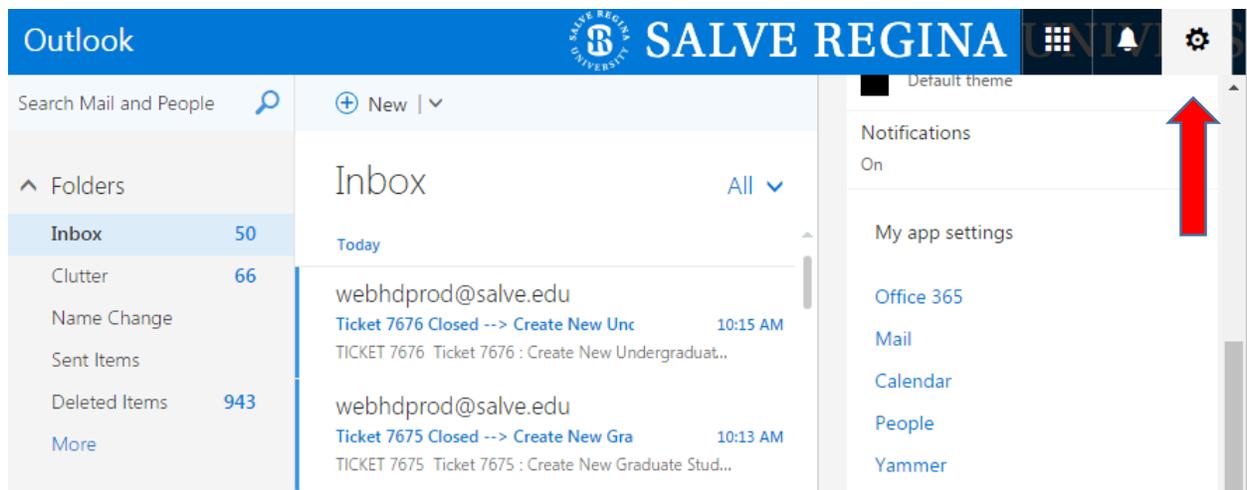
How to change the default “reply all” to “reply” in the Mail Web App for Office 365

<https://Outlook.office365.com>

Login to Mail Web App office 365 with your username firstname.lastname@salve.edu and your Salve password.



Select the Gear on the far right of the **Outlook** banner



Select **Mail** under **My app settings**

The screenshot shows the Outlook interface for Salve Regina University. The top navigation bar includes the Outlook logo, the Salve Regina University logo, and icons for the app grid, notifications, settings, and help. The left sidebar shows the 'Options' menu with 'Mail' selected. The main content area is titled 'Mail options' and contains a list of categories: Automatic processing, Accounts, Attachment options, and Layout. The right sidebar is titled 'Settings' and contains a search bar and several settings sections: Automatic replies, Display settings, Offline settings, Manage add-ins, Theme, Notifications, and My app settings. Under 'My app settings', the 'Mail' option is highlighted with a red arrow.

Outlook SALVE REGINA UNIVERSITY

Options

- Shortcuts
 - General
 - Mail**
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - Calendar
 - People
 - Other

Mail options

In this section, you can change your email account settings. Email options organized into the following categories:

- Automatic processing** — Control how incoming and outgoing email is handled.
- Accounts** — Choose how email will flow in and out of your account.
- Layout** — Customize the look of your inbox and email messages.

Settings

Search all settings

Automatic replies
Create an automatic reply (Out of office) message.

Display settings
Choose how your Inbox should be organized.

Offline settings
Use this computer when you're not connected to a network.

Manage add-ins
Turn add-ins on or off, install new ones, or uninstall others.

Theme
Default theme

Notifications
On

My app settings

- Office 365
- Mail**
- Calendar
- People
- Yammer

Select Reply settings

The screenshot shows the Outlook interface with the following elements:

- Header:** Outlook logo on the left, and Salve Regina University logo and name in the center. On the right, there are icons for a grid, a bell, a gear, and a question mark.
- Left Sidebar (Options):**
 - Options (with a back arrow icon)
 - Shortcuts
 - General
 - Mail
 - Automatic processing
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings** (highlighted with a blue bar)
 - Retention policies
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Message format
 - Message list
 - Reading pane
 - Link preview
 - Calendar
 - People
 - Other

- Main Settings Pane:**
- Buttons: Save (floppy disk icon), Discard (X icon)
- Section: Reply settings
- Description: 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 is sent to everyone on the To and Cc lines. If you choose Reply, your response goes to the sender.
- Section: Make my default response:
- Options:
 - Reply (radio button)
 - Reply all** (radio button, selected, with a red arrow pointing to it)
- Right Pane (Settings):**
- Search all settings (with a magnifying glass icon)
- Automatic replies: Create an automatic reply (Out of office) message.
- Display settings: Choose how your Inbox should be organized.
- Offline settings: Use this computer when you're not connected to a network.
- Manage add-ins: Turn add-ins on or off, install new ones, or uninstall others.
- Theme: Default theme (with a black square icon)
- Notifications: On
- My app settings
 - Office 365
 - Mail
 - Calendar
 - People
 - Yammer

Select radio button **Reply** and exit the **Settings** menu by clicking the **Options** back arrow.

The screenshot shows the Outlook interface for Salve Regina University. The top navigation bar includes the Outlook logo, the Salve Regina University logo, and icons for a grid, notifications, settings, and help. The left sidebar shows the 'Options' menu with a back arrow icon and a red arrow pointing to it. The 'Mail' section is expanded, and 'Reply settings' is selected. The main content area displays 'Reply settings' with a 'Save' button and a 'Discard' button. Below the title, there is a descriptive paragraph: '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 is sent to everyone on the To and Cc lines. If you choose Reply, your response goes to the sender.' Underneath, the 'Make my default response:' section has two radio buttons: 'Reply' (which is selected and has a red arrow pointing to it) and 'Reply all'. The right sidebar shows the 'Settings' menu with a search bar and various categories like 'Automatic replies', 'Display settings', 'Offline settings', 'Manage add-ins', 'Theme', 'Notifications', and 'My app settings'.