REMINDER: Emailed to a group account. Do NOT reply using the email group account.



OUTLOOK READ RECEIPTS

When you send an e-mail, you can request a Read Receipt to let you know that it has been opened by the recipient.

IMPORTANT: Limit the use of this feature for **CRITICAL** and **TIME-SENSITIVE** e-mails only. To the extent possible, refrain from using this feature when sending emails to mass recipients.

REQUESTING READ RECEIPT FOR E-MAILS

MS OUTLOOK 2003

 Before sending the e-mail, navigate to Options toolbar, and select Options... menu. This will load the Message Options window.

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2. Enable the *Request a delivery receipt for this message* option from the **Message Options** window.

MS OUTLOOK 2007

1. Before sending the e-mail, navigate to **Options** tab, and enable the *Request a Read Receipt* option from **Tracking** panel.

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When the recipient has read the message, Outlook will send a receipt back to the sender with the same subject containing date/time of when e-mail was sent and received.

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