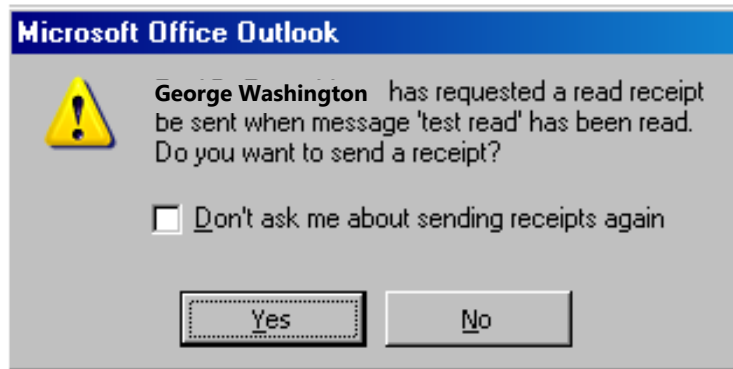


## Read Receipts in Outlook

When you receive your first Read Receipt request, the following dialog box will appear:



If you choose “**YES**”, a read receipt will be mailed to the sender; if you select “**NO**”, the sender will not get an email saying you have read the email. If you check the “*Don't ask me again*” checkbox before you choose Yes or No, whatever you choose next will be remembered and you won't be asked again. So, if you check “*Don't ask me*” and then choose **No**, from that point forward, no read receipts will be sent and you will not be asked.

However, if you need to **change** this setting at a later time, Outlook lets you. From Outlook's Menu, choose:

*Tools > Options > Preferences > Email Options > Tracking Options*

There you can select one of the three radio buttons: *Never Send a Response*, *Always Send a Response*, or *Ask Me before Sending a Response*. Select one, then **OK** your way back out of the settings area.

