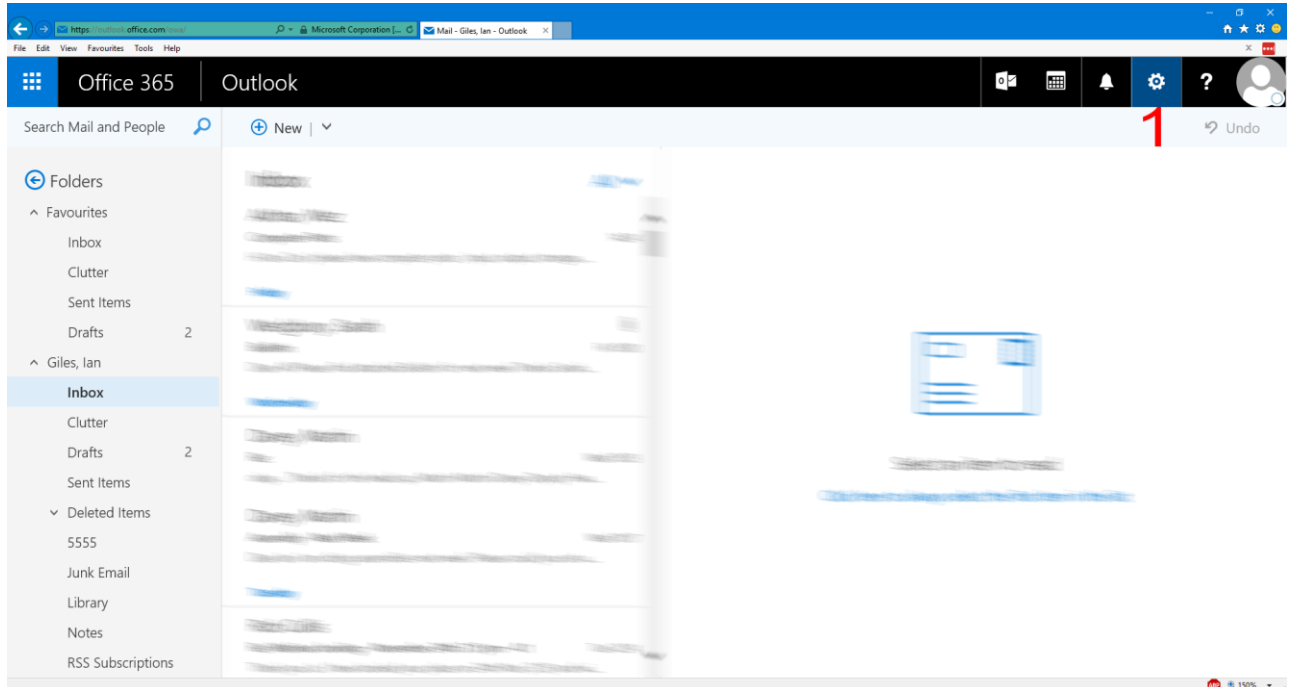
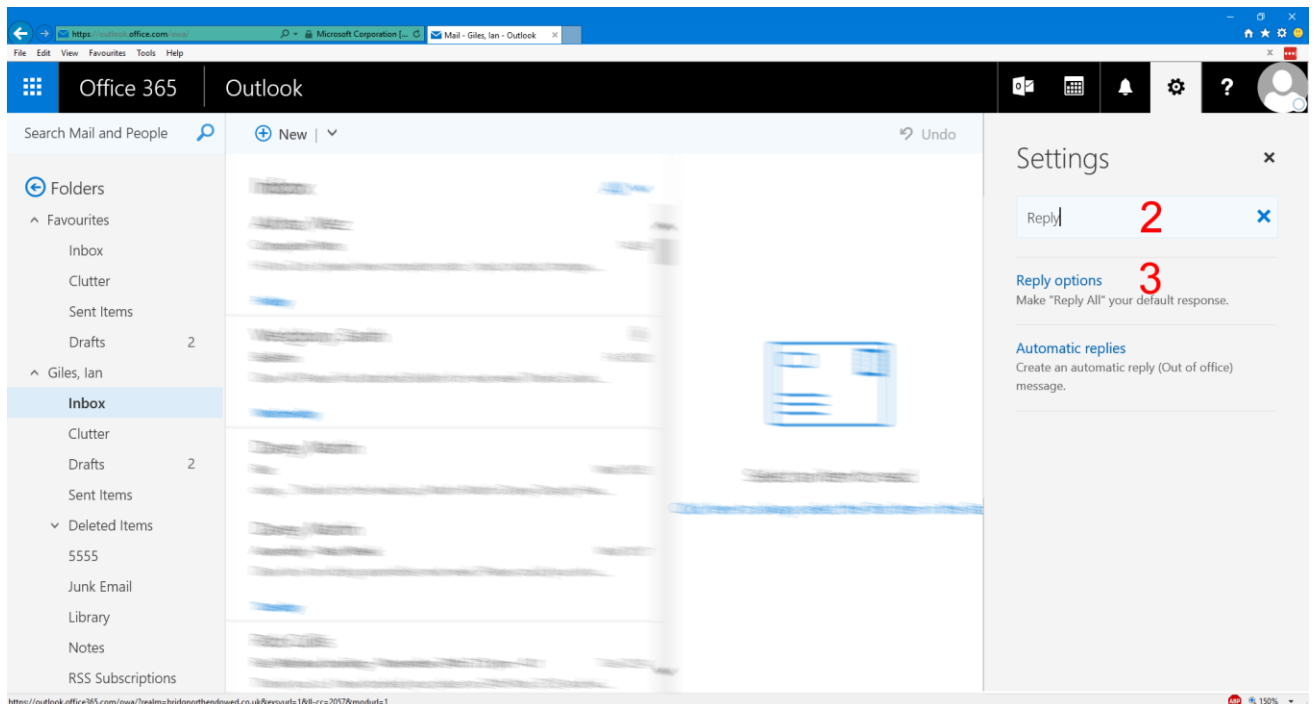


Change the way emails replies are processed.

1. Click the options 'cog'



2. Type reply into the search box.



3. Click the Reply options search result.

4. Change the option from Reply all to Reply.

The screenshot shows the Outlook 'Reply settings' page. The browser address bar at the top displays 'https://outlook.office.com'. The page header includes 'Office 365' and 'Outlook'. On the left, a navigation pane shows 'Options 6' with a sub-menu for 'Mail' containing 'Reply settings' (highlighted with a red '6'). The main content area is titled 'Reply settings' and features a 'Save 5' button (with a red '5') and a 'Discard' button. Below the title, there is explanatory text and a section 'Make my default response:' with two radio button options: 'Reply 4' (selected, with a red '4') and 'Reply all'. On the right, a 'Settings' pane is open, showing a 'Reply' dropdown menu (with a red 'X' next to it) and sections for 'Reply options' and 'Automatic replies'. The URL at the bottom of the page is 'https://outlook.office365.com/owa/?realm=bridgnorthendowed.co.uk&essurl=1&l=cca-20578modules1'.

5. Click save.

6. Click Options to return to your email.