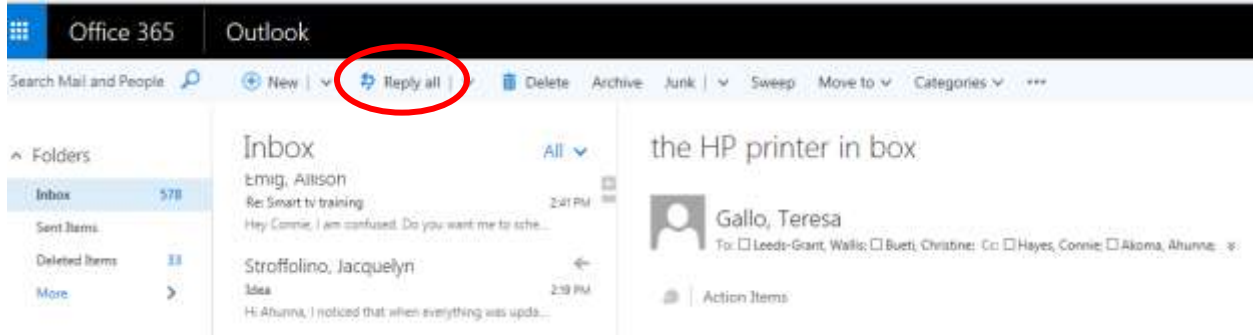


Steps to Change Your Default Email Reply Option to “Reply” and Not Reply All



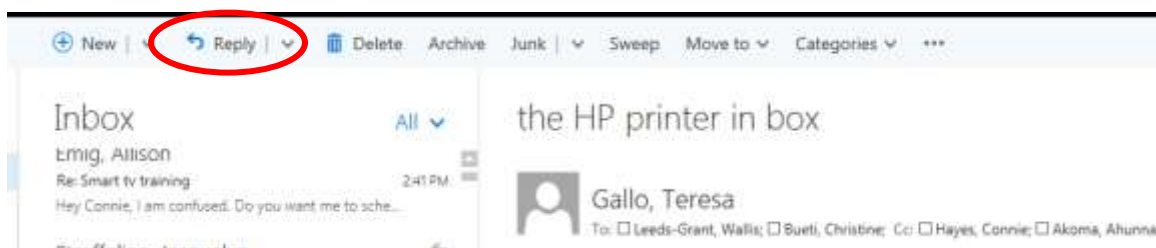
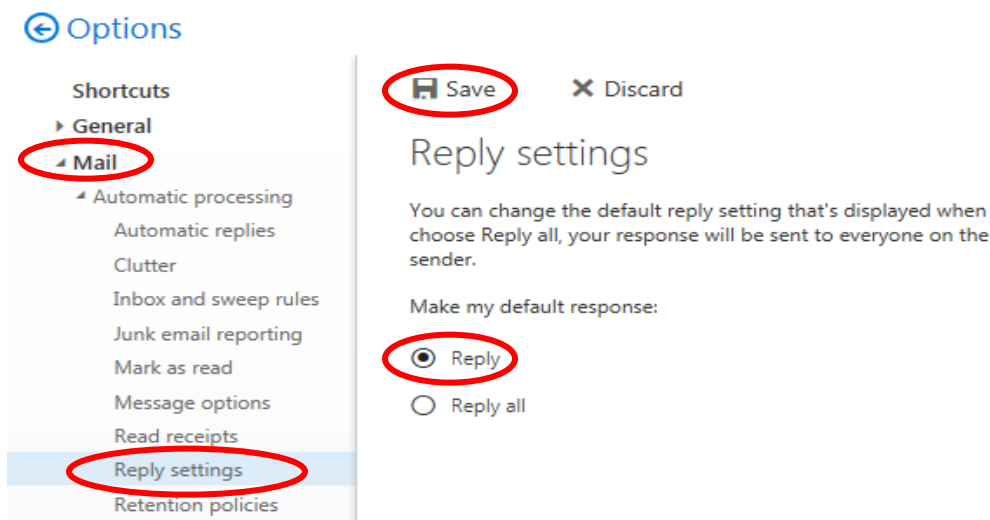
See how “**Reply All**” is the default setting for your email replies. If you click this button, your email will send the reply to everyone. You can click the drop down arrow to select **Reply**, or you may want to change this default setting to “**Reply**” by doing the following:

On the right hand side of the screen, click the **Settings** symbol circled in red and select **Options**



You’ll see the screen below

Select **Mail**, then **Reply settings**, check the “**Reply**” option as your default reply setting, and click the **Save** button



Now your default reply option is Reply, not Reply All.