

# Microsoft Outlook – Applying Read Receipts



## Applying Read Receipts.

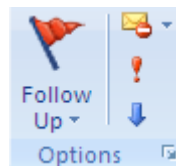
### 1. Why use Message Receipts?

When you require confirmation when a email has reached it's destination and when the recipient has opened the email message.

The confirmation will be sent back you in the form of an email message.

1. Create your email message.

2. Select the **Message** tab from the ribbon → **Options**.



3. **Click** the required receipt option(s) or both by check the box (see below).

- Request a delivery receipt for this message
- Request a read receipt for this message

4. **Send** the email.