## **Request Read Receipts**

Open a new email message

Click the options tab

Click the check box for request a Read Receipt

Image Colors *   Image	File	Message	Insert	Options	Format Text	Review	Help			
	Theme	Effects →	Page Color ~	Bcc Show Field	Encrypt s Encrypt	Use Voting Buttons ~	Request a Delivery Receip Request a Read Receipt Tracking	ot Sa	Save Sent Delay Direct Item To × Delivery Replies To More Options	

If you would also like a Delivery Receipt, you can also click that.

Send your message.

When the recipient opens the message, they will see a pop up asking if you want to send a receipt.

Click Yes