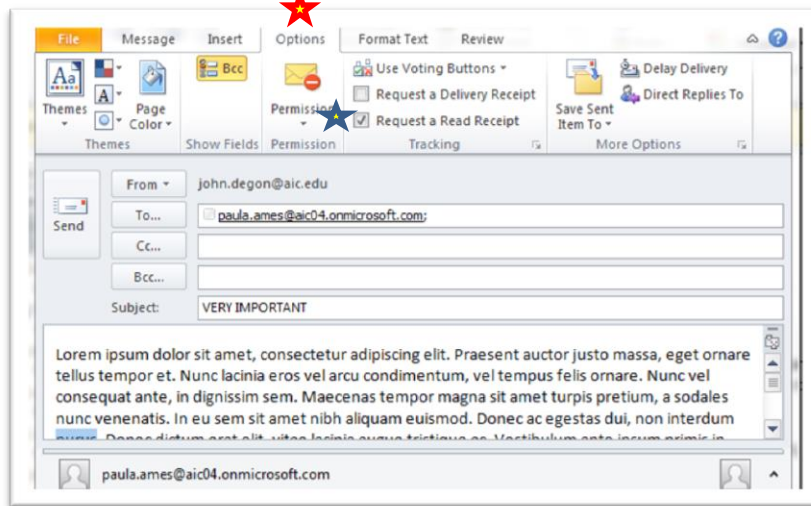# Request Read Receipts
Confirmation that messages have been opened

1. Open a new message and click on the **Options** ★ tab
2. In the **Training** group, check **Request a Read Receipt** ★
3. Send

4. No need to use use **Request a Delivery Receipt**

5. When the recipient opens the message they will see a pop-up
6. *"Sender requested a read ceceipt be sent when message is read. Do you want to send a receipt?"*
7. The recipient clicks **Yes**
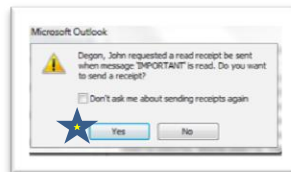
8. The receipt arrives in the senders inbox