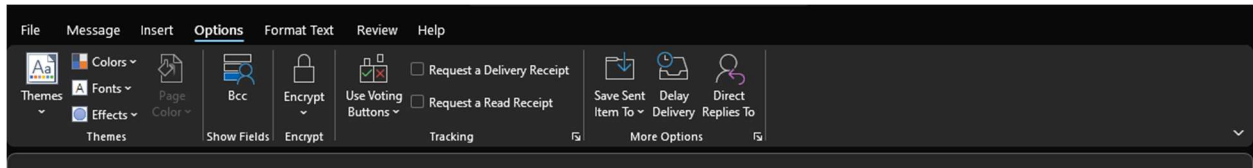


## Request Read Receipts

Open a new email message

Click the options tab

Click the check box for request a Read Receipt



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