

How to change the “Reply All” default option in OWA

OWA with Office 365 defaults to an option for “reply all” when responding to emails. This guide explains how to change that default to “reply” instead of “reply all”.

Before you start...

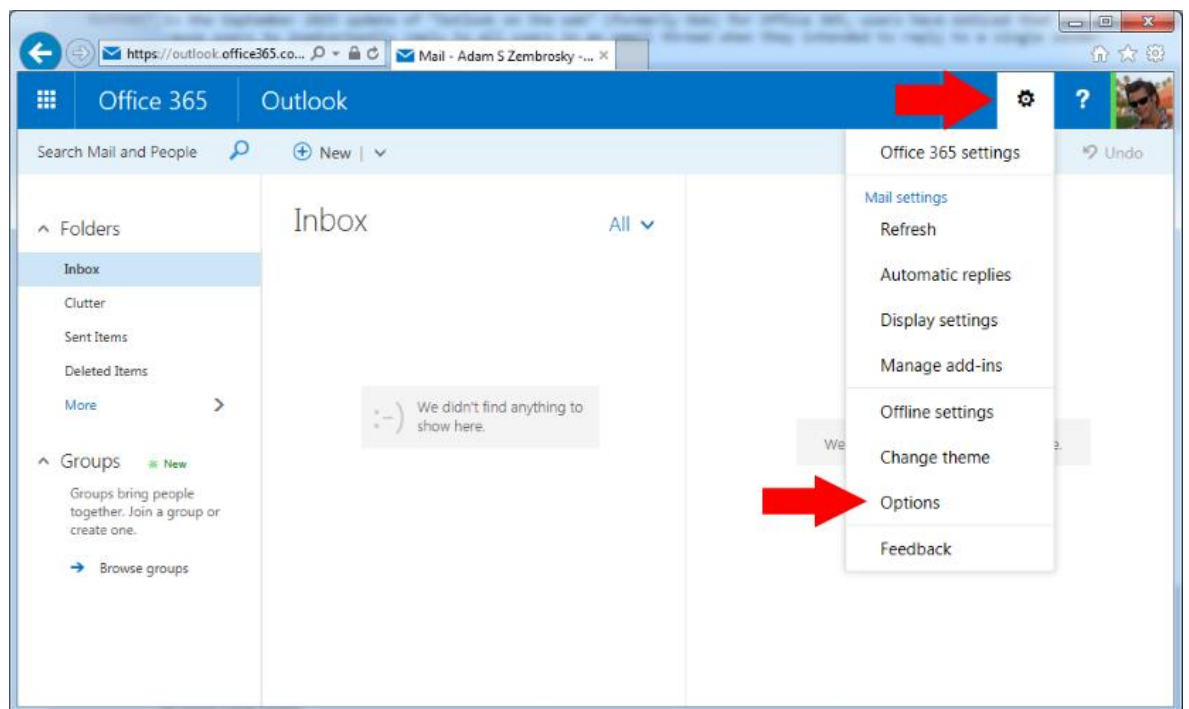
Login to Outlook Web App (<http://outlook.com/owa/clarku.edu>)

Instructions

Once you are logged in to your account

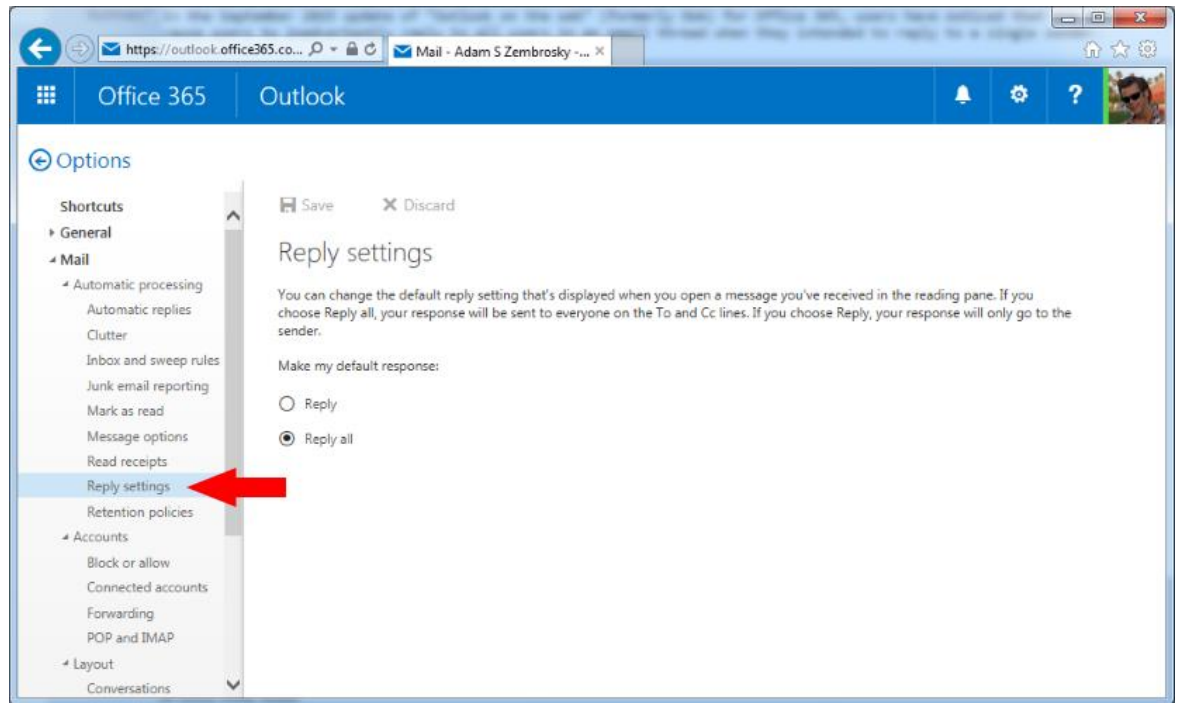
1

Click the **Settings** gear and then select **Options** in the menu.



2

select **Reply settings** within the **Mail > Automatic processing** menus.



3

Change the "Make my default response:" radio button option to **Reply**. Click **Save**.

