

Office 365: Reply All Default Change in Windows 10

Introduction

This documentation outlines how to permanently change the default reply from *Reply to All* to simply **Reply**. These directions are referring to the online version of Outlook. Additionally, these directions will not change default for mobile applications or desktop clients.

Changing the default set up:

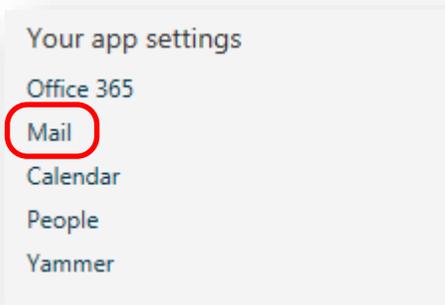
- 1) Go to the Office 365 website at <https://outlook.office.com>. **Sign in** to take you to your inbox screen.
- 2) Click settings, which is the **gear icon** in the top right-hand side of the screen.

Figure 1



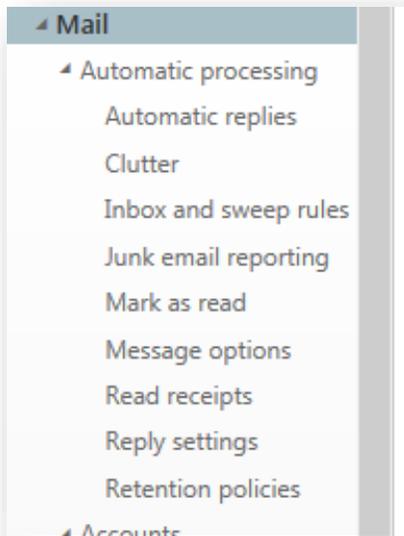
- 3) Scroll down to the bottom of the menu to *Your app settings* (Windows 10). Click on *Mail*.

Figure 2



- 4) The menu shows all the possible setting for your mailbox. Choose *Reply settings* on the left panel under the Automatic processing section. Once you have found that, click on the **Reply settings** option.

Figure 3



- 5) The *Reply all* radio button is the default choice. Change that by choosing the *Reply* radio button.

Figure 4

 Save  Discard

Reply settings

You can change the default reply setting that's displayed when you open a message you've received in the reading pane. If you choose Reply all, your response will be sent to everyone on the To and Cc lines. If you choose Reply, your response will only go to the sender.

Make my default response:

- Reply
- Reply all

- 6) Click the **Save** button.
- 7) To get back to your mailbox, click the **Outlook** button at the top left corner of your screen.

8) Open an email and your reply button will read *Reply* at the top of the screen.

Figure 5



To change reply options, click the down arrow next to *Reply* and choose another action.

Figure 6

