


How to Change the Default Reply Settings in Office 365 Mail

1. Click **Settings** gear icon  and then select "Options" from the drop-down menu.
2. Expand the 'Mail' section.
3. Expand the 'Automatic processing' section.
4. Click **Reply settings**.

 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

5. Select the "Reply" setting click **Save**.
6. Return to your Outlook screen. The default action will now be **Reply**