

Here are some helpful Office 365 Tips for Read Receipt and Out of Office Messages.

How to Use Read Receipts

Sending a Message with Read Receipts

1. Open a new message.
2. Click on **Options tab**
3. Click on **Request a Read Receipt**

Options for Sending a Read Receipt

1. Click the File tab.
2. Click Options.
3. Click Mail.
4. Under Tracking, under For any message received that includes a read receipt request , click one of the following options:
 - Always send a read receipt
 - Never send a read receipt
 - Ask each time whether to send a read receipt

Setting Up Automatic Replies and Out of Office Messages

1. Click **File > Automatic Replies**.
2. Select the button **Send automatic replies**.
3. If you want, select the **Only send during this time range** check box to schedule when your out of office replies are active. If you don't specify a start and end time, auto-replies are sent until you select the **Do not send automatic replies** check box.
4. On the **Inside My Organization** tab, type the response that you want to send to teammates or colleagues while you are out of the office.
5. On the **Outside My Organization** tab, select the **Auto-reply to people outside my organization** check box, and then type the response that you want to send while you are out of the office. Select whether you want replies sent to **My contacts only** or to **Anyone outside my organization** who sends you messages

Create a contact group

Use a contact group (formerly called a “distribution list”) to send an email to multiple people—a project team, a committee, or even just a group of friends—without having to add each name each time you want to write them.

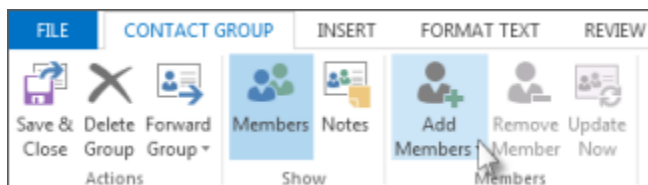
[Watch the video](#)

To create contact group:

1. On the Navigation bar, click **People**.



2. Under **My Contacts**, pick where you want to add the contact group. For this example, click **Contacts**.
3. Click **Home > New Contact Group**.
4. On the **Contact Group** tab, in the **Name** box, type a name for the group.
5. Click **Add Members**, and then add people from your address book or contacts list.



6. Click **Save and Close**.