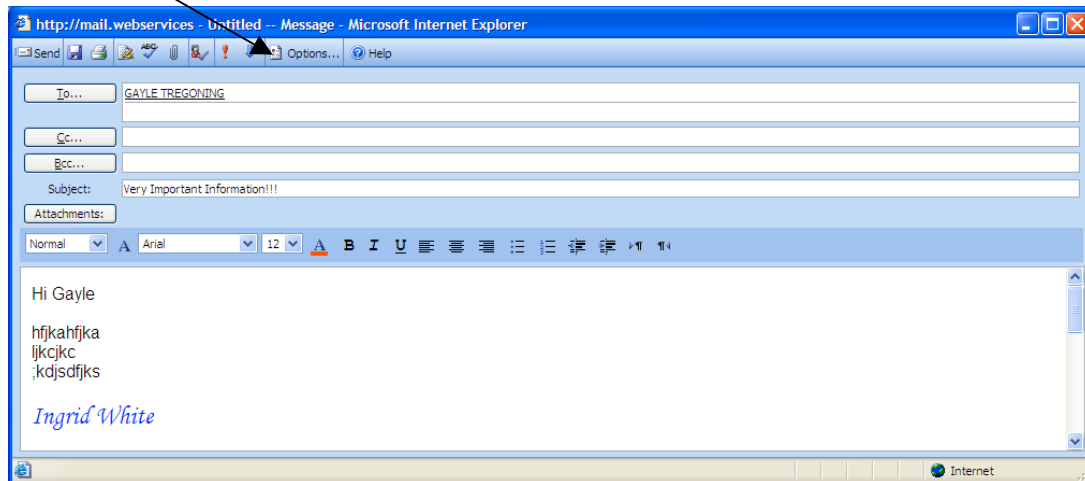


Requesting Delivery and Read Receipts

Read and delivery receipts

1. Whenever you send an email, you can request a **delivery receipt** and/or a **read receipt**. A delivery receipt is sent back to your email inbox automatically as soon as the email is delivered to the recipient's email inbox. A read receipt is NOT automatic, it pops up after the mail has been read by the recipient, and the recipient must click to send it. Click on the **Options** button



2. A **Message Options** dialogue box will appear. You can set the importance level, and tick either or both the **delivery** and **read** receipts.

