

REMINDER: Emailed to a group account. Do NOT reply using the email group account.

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WHAT's New?



Outlook Read Receipts

In some occasions, it becomes a need to know if the recipient has already started reading your message.

With Read Receipts, you can easily track down the important e-mails you have sent. This intrinsic feature of Outlook lets you know immediately when the person starts reading your message.

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OUTLOOK READ RECEIPTS

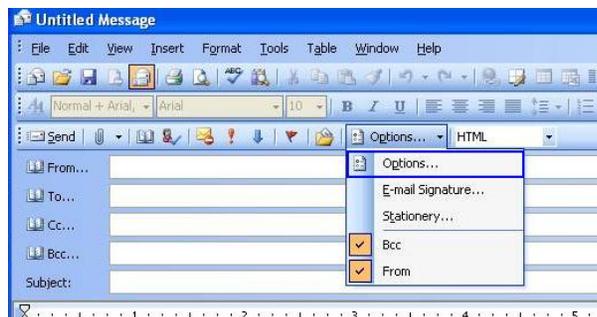
When you send an e-mail, you can request a Read Receipt to let you know that it has been opened by the recipient.

IMPORTANT: Limit the use of this feature for **CRITICAL** and **TIME-SENSITIVE** e-mails only. To the extent possible, refrain from using this feature when sending emails to mass recipients.

REQUESTING READ RECEIPT FOR E-MAILS

MS OUTLOOK 2003

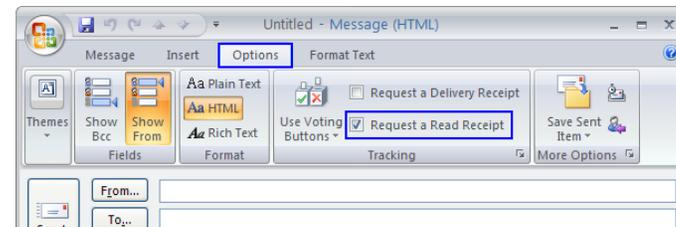
1. Before sending the e-mail, navigate to **Options** toolbar, and select **Options...** menu. This will load the **Message Options** window.



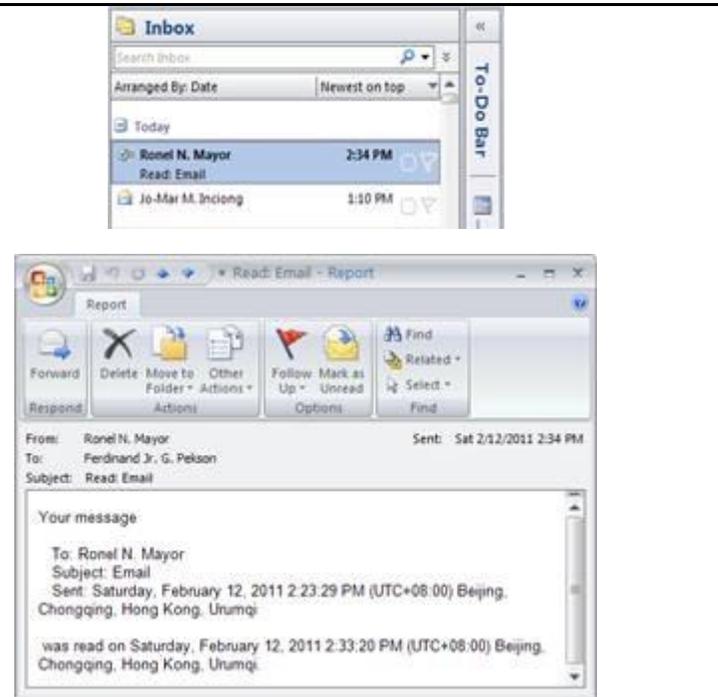
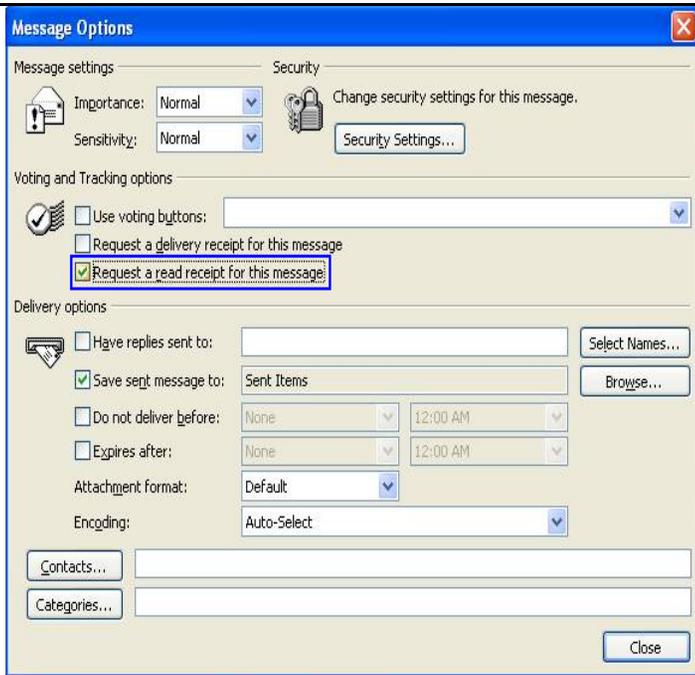
2. Enable the *Request a delivery receipt for this message* option from the **Message Options** window.

MS OUTLOOK 2007

1. Before sending the e-mail, navigate to **Options** tab, and enable the *Request a Read Receipt* option from **Tracking** panel.



When the recipient has read the message, Outlook will send a receipt back to the sender with the same subject containing date/time of when e-mail was sent and received.



When the recipient has read the message, Outlook will send a receipt back to the sender with the same subject containing date/time of when e-mail was sent and received.

