



Coffee Break

Question on Software or Operating system.

Email Read Receipts.

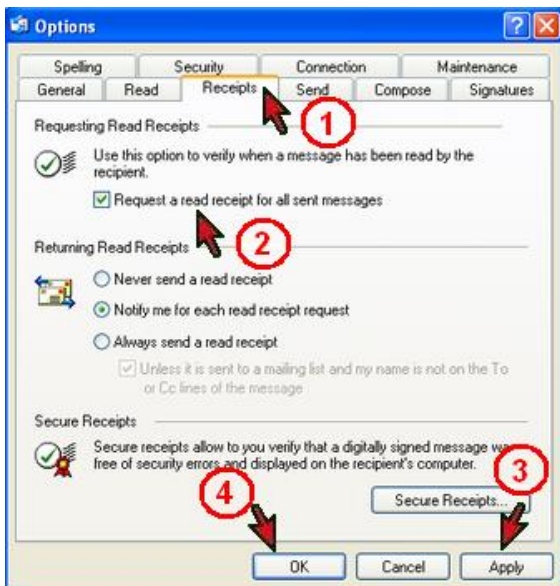
"What is a read receipt?" You can request a read receipt when you send an e-mail. When the receiver of your e-mail opens it you will be sent a message telling you it has been read (at their option). This message is the read receipt.

"How do I send a read receipt?"

For Outlook Express.

There are two ways to do this using Outlook Express. The first will request a read receipt for every message you send (this is not usually necessary). The second way will allow you to request a read receipt for an individual message.

Open Outlook Express and sign in if necessary. Once everything has loaded, click [**Tools**] on the main tool bar. In the drop down menu, click on [**Options**] (it's near the bottom of the list). This will open a new window where you can change Outlook Express to your personal settings.



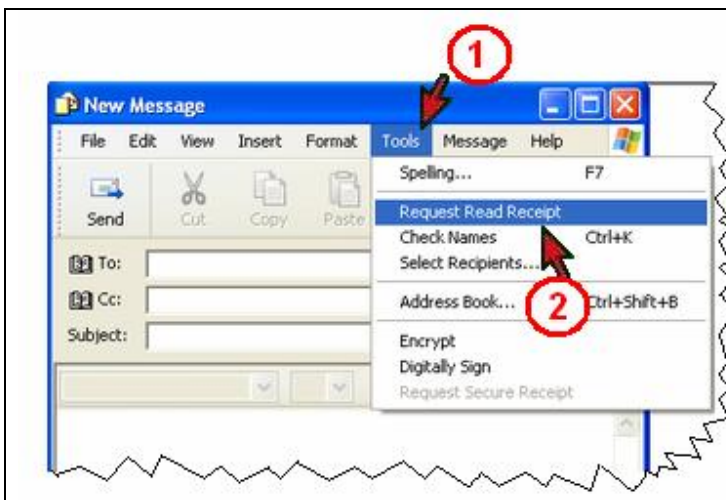
Click the [**Receipts**] tab. The first checkbox will allow you to request read receipts for all messages. Some of the other ones might be of interest as well.

In the middle is an area for sending read receipts.

If you check the box to [**Never send a read receipt**] then the receiver of your mail will not receive a send read receipt.

This is the recommend option, to request a Read Receipt for individual Email recipients. (See framed option below).

After you have the "Request a read receipt for all sent messages" box checked click [**Apply**] then [**OK**]. Now, every message sent will send you a message when the recipient has opened your message. But remember, if you can block the read receipts, so can the person receiving your e-mail.



Individual Email receipt request.

To request a read receipt for only one e-mail you must first start the message. Click "Create Mail" or open a new message in some other way. Then click on [**Tools**] and click "**Request read receipt**" so that it is checked.