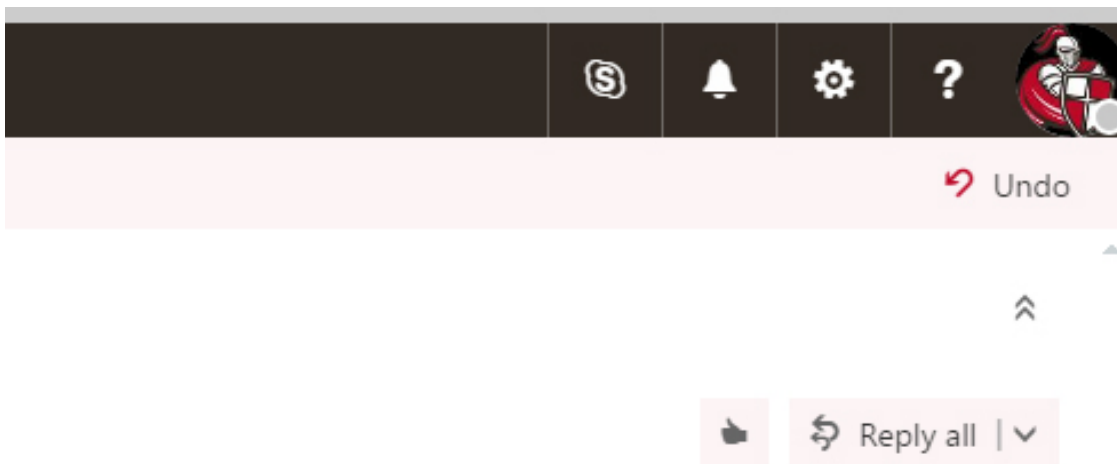




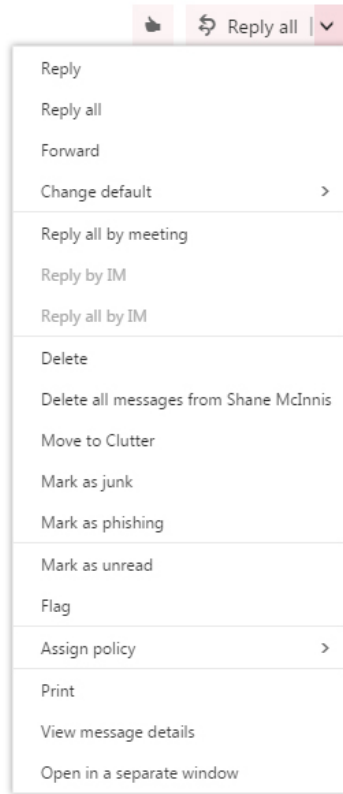
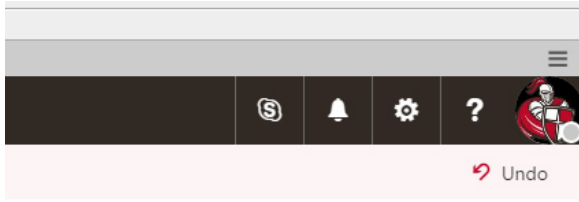
## Changing Reply All Status in Office365 Webmail

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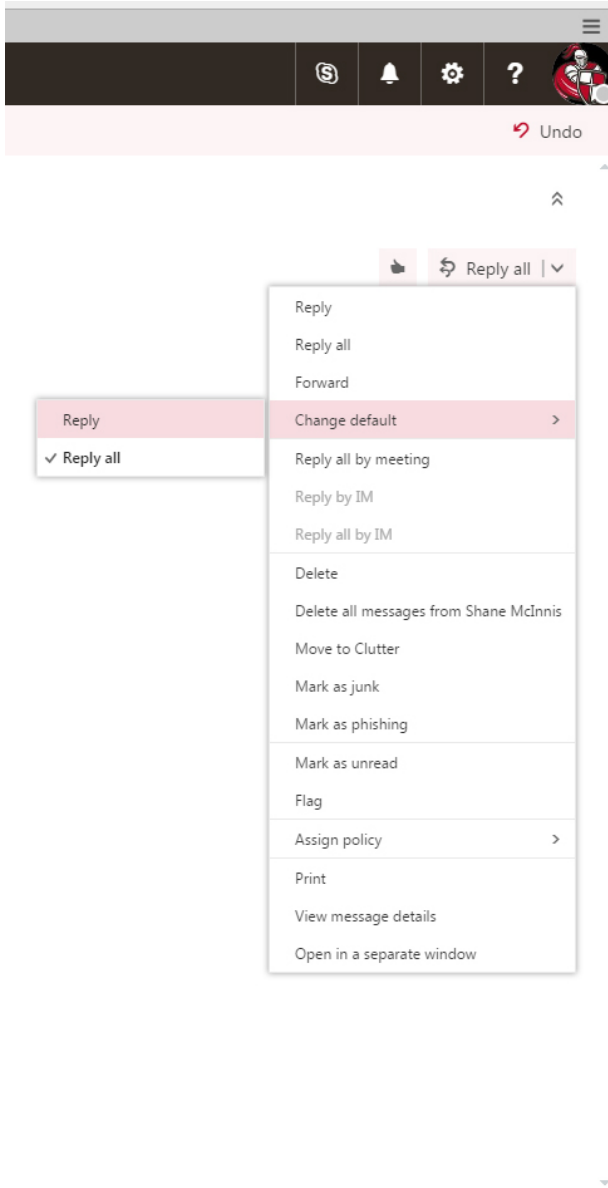
1. Login to your Office365 Outlook web portal here: <https://outlook.office365.com>
2. Click on any email in your inbox
3. Look out to the right hand side of the screen to find the “Reply all” button. It looks like this:



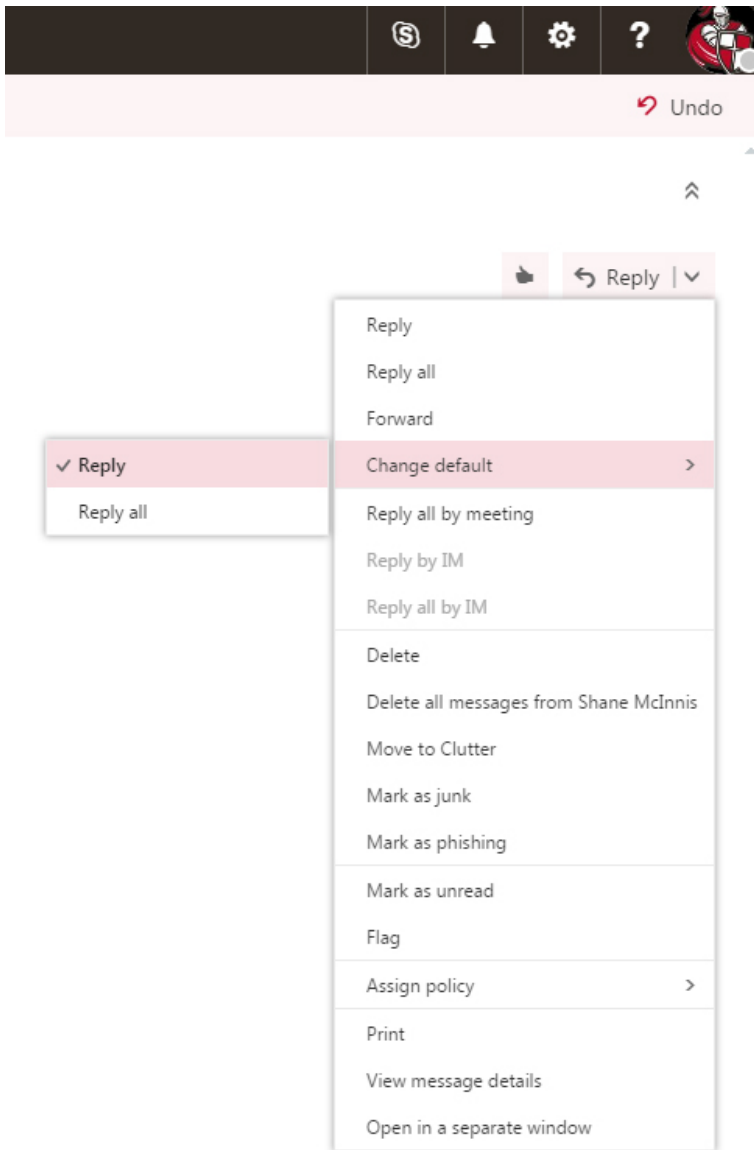
4. Click on the down arrow beside “Reply all” to open a menu



5. Hover over the “Change Default” option to open a new menu



6. Select "Reply"



7. Your default setting should now show “Reply” instead of “Reply all”

