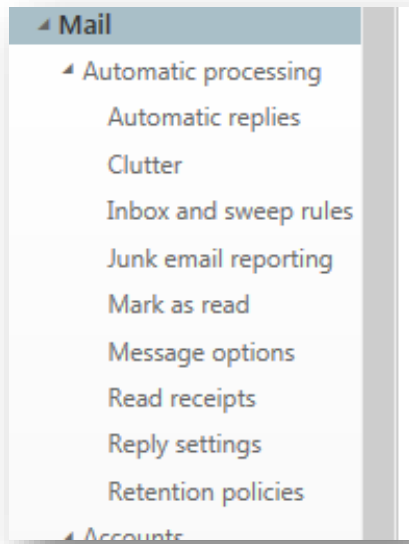


Office 365: Reply All Default Change in Windows 10

- 4) The menu shows all the possible setting for your mailbox. Choose *Reply settings* on the left panel under the Automatic processing section. Once you have found that, click on the **Reply settings** option.

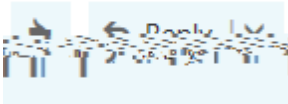
Figure 3



- 5) The *Reply all* radio button is the default choice. Change that by choosing the *Reply*

8) Open an email and your reply button will read *Reply* at the top of the screen.

Figure 5



To change reply options, click the down arrow next to *Reply* and choose another action.

Figure 6

