How To: Change Your Default Reply Settings in Office365

When you reply to an email with multiple recipients, the default setting in Office 365 is to reply all. The instructions below will walk you through the steps of setting your default reply to only reply to the sender.

1. From your internet browser, navigate to: “https://portal.office.com/” and sign in with your CampusID Credentials. Your username will be wEMPL@usm.edu

2. Once you’re successfully signed in, click the MAIL icon to access your Office365 WebMail account

3. Select a message that has multiple recipients.
   - Click on the down (▼) arrow
   - Click “Change default”
   - Click “Reply”

Any email you reply to from this point on will only send the reply to the recipient

For additional information on using Office365 and other offerings please visit the “How Do I” page on the iTech website at https://www.usm.edu/itech/how-do-i