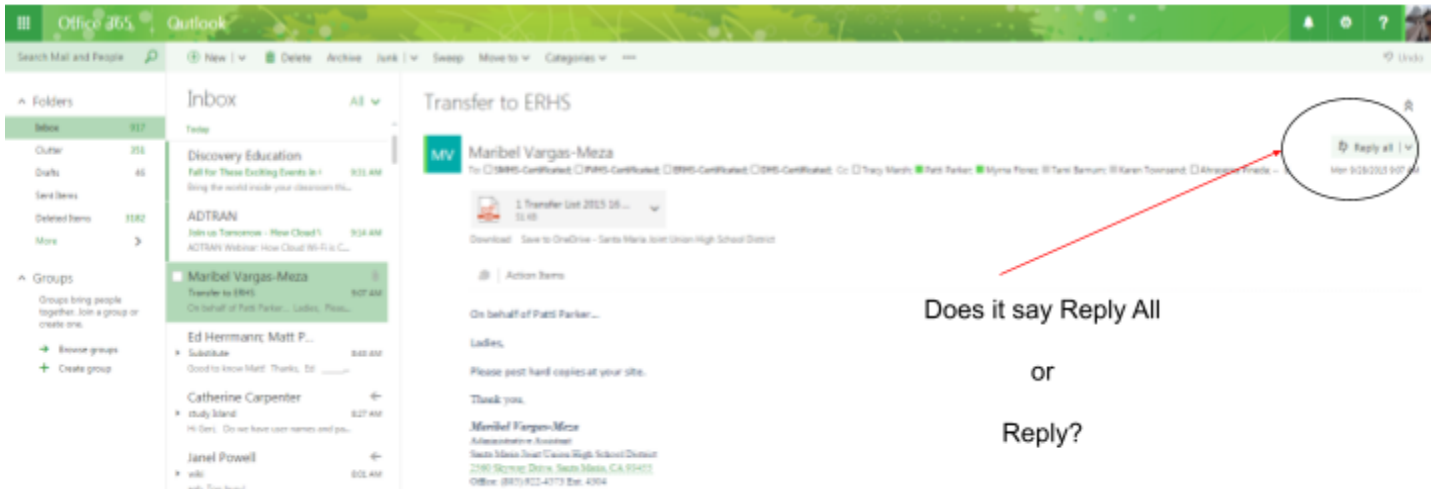
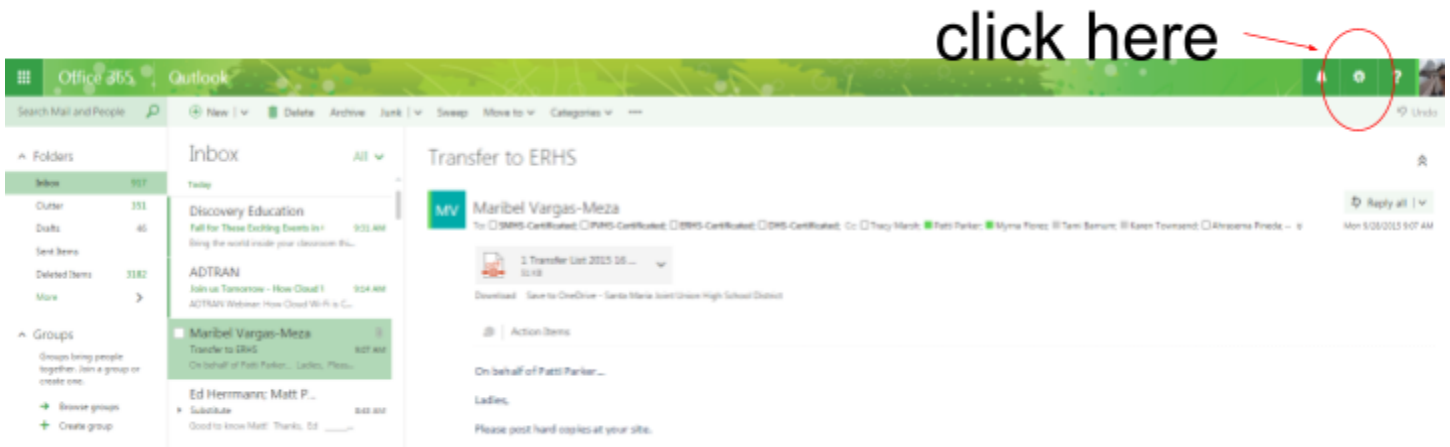


# Changing your Default Reply option in Office365

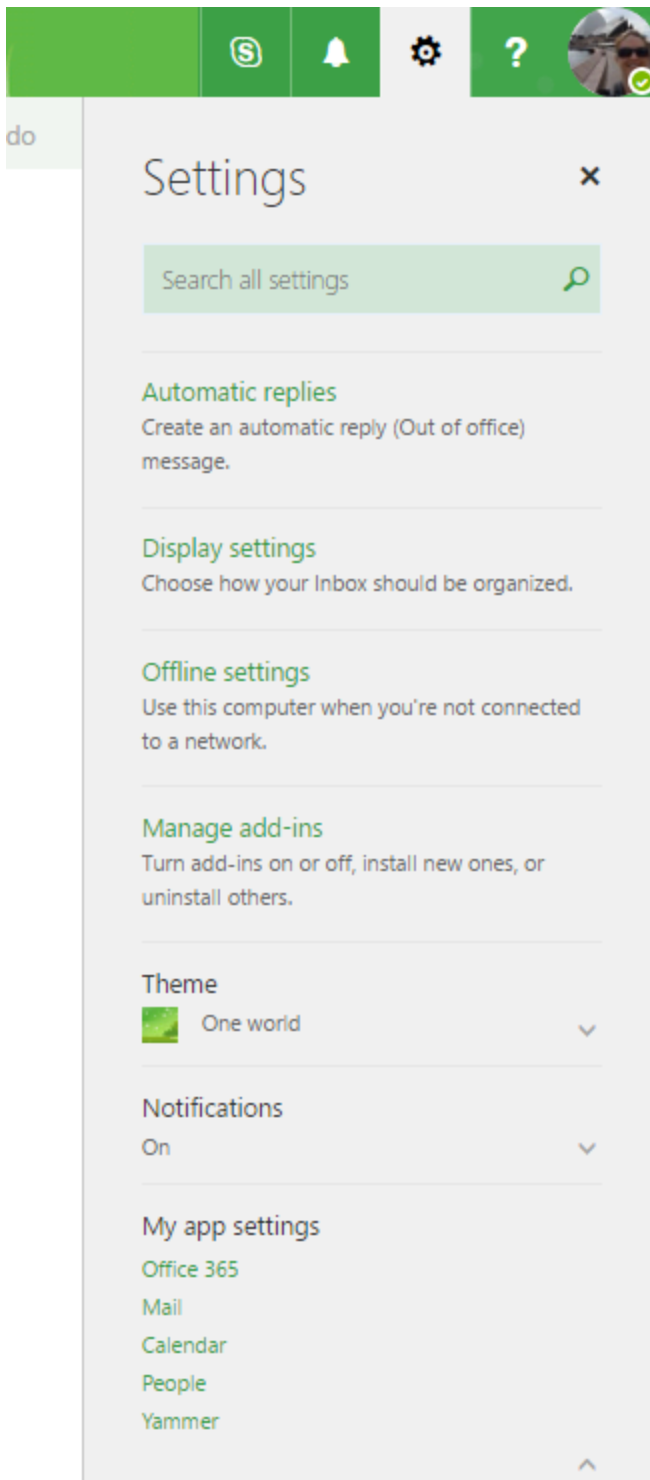
This is the Office365 email page when you log in online.



If it says Reply All.. follow these steps this to change it to Reply:

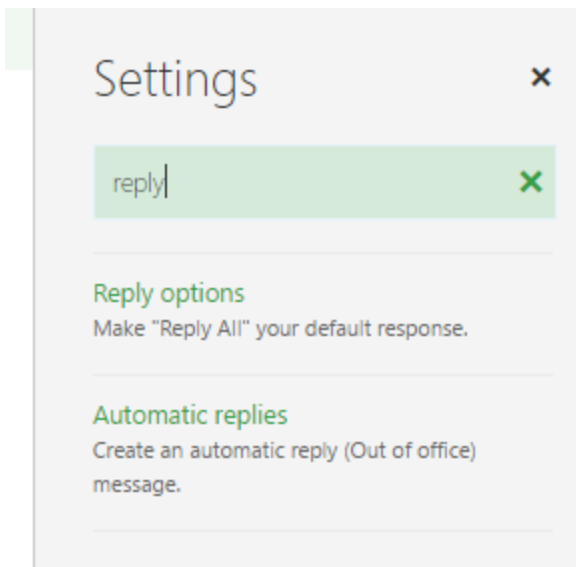


This is the menu that will come up:

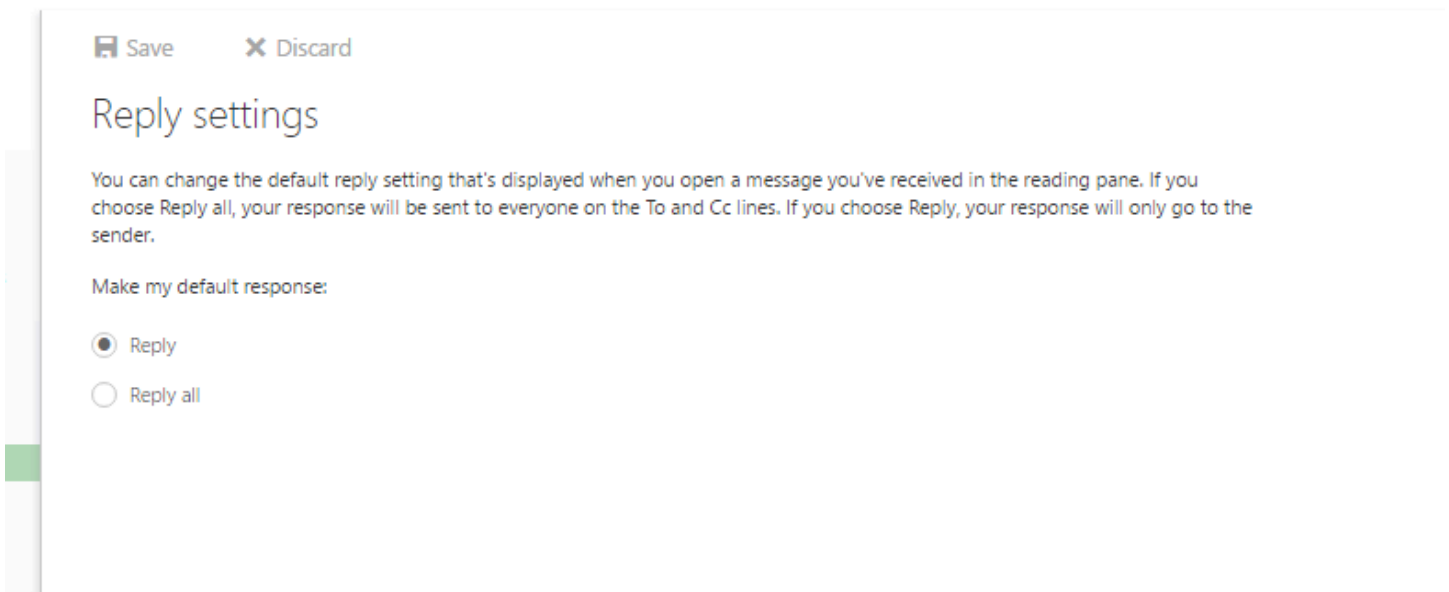


then...

In the box at the top, search for REPLY



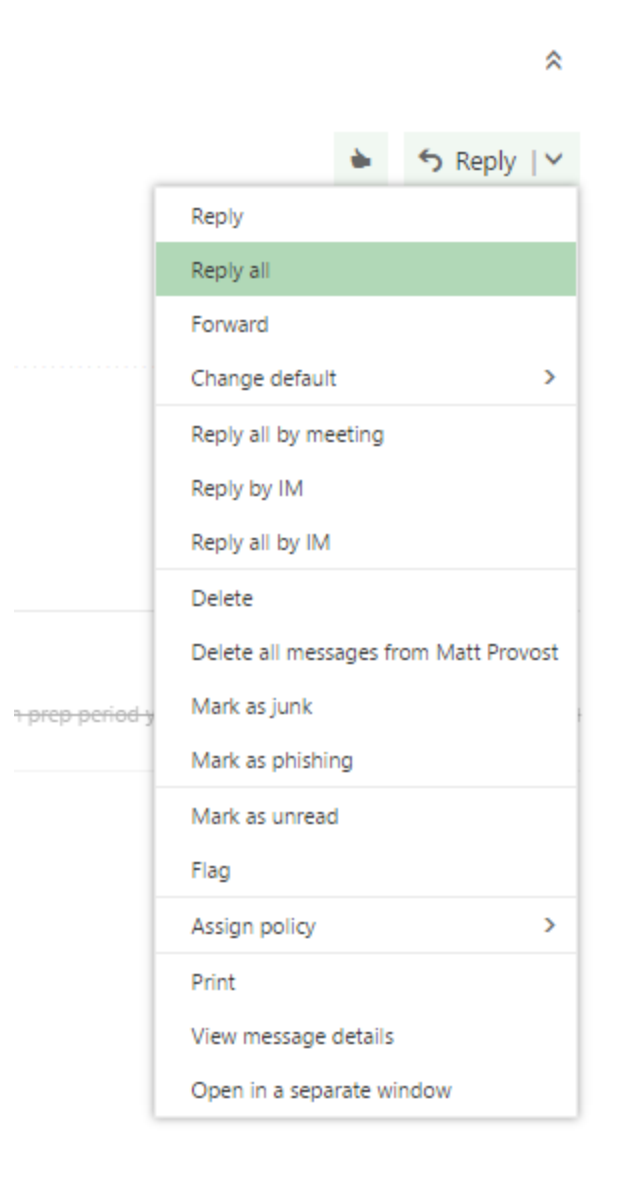
The final steps...



Be sure to click SAVE.

Now your default should be Reply.

You can always Reply to All if absolutely necessary (rare occasion) by using the drop down menu.



## BCC

BCC

BCC stands for blind carbon copy. It's when the recipient is sent an exact copy of the message but their email is "hidden" from others, which also prevents them from receiving future emails.

**Example: The Introduction**

## Reply



Reply is when your email goes to a single person - either the person who sent the original email, or the person who sent the last message in the thread you are responding to.

**Example: Congratulating a specific team member**

## Reply All



Reply All is when you respond to everyone on the thread. Whether the other emails in the thread are in the "To" or "CC" field, they'll all see the message you Reply All with.

**Example: RSVPing to a work party**