## Change the "Reply All" button to "Reply"

When attempting to reply to an email, by default, the setting is "Reply all".

To reply to the sender only, select the arrow to the right of "Reply all" and select "Reply".
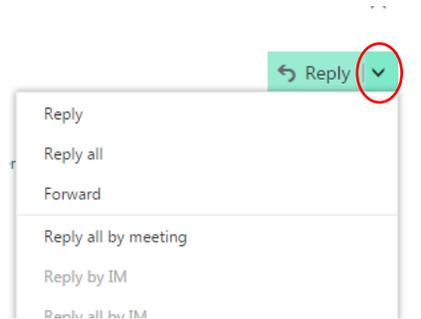
***To change this button to default to "Reply":***

1) From settings, the gear icon, select "Options"
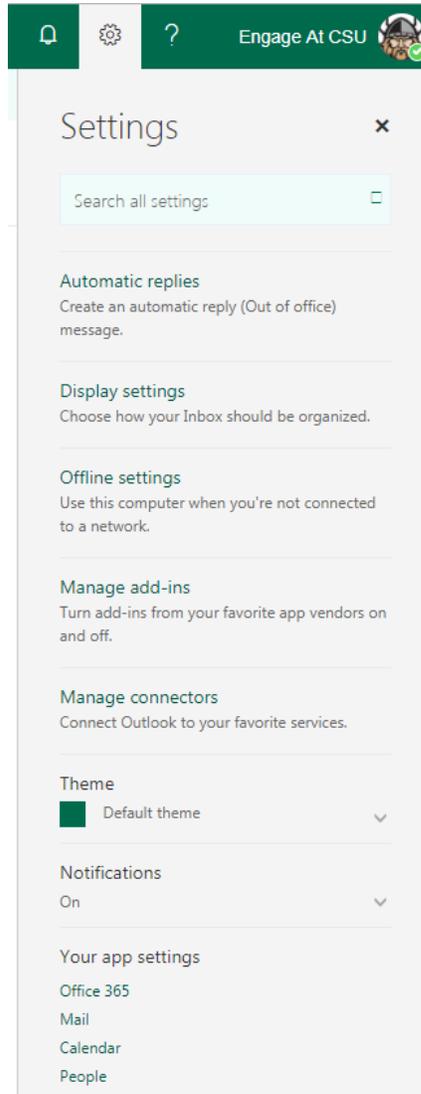
2) Under Mail/Automatic processing, select "Reply settings". Set the option from "Reply all" to "reply" and select "Save"
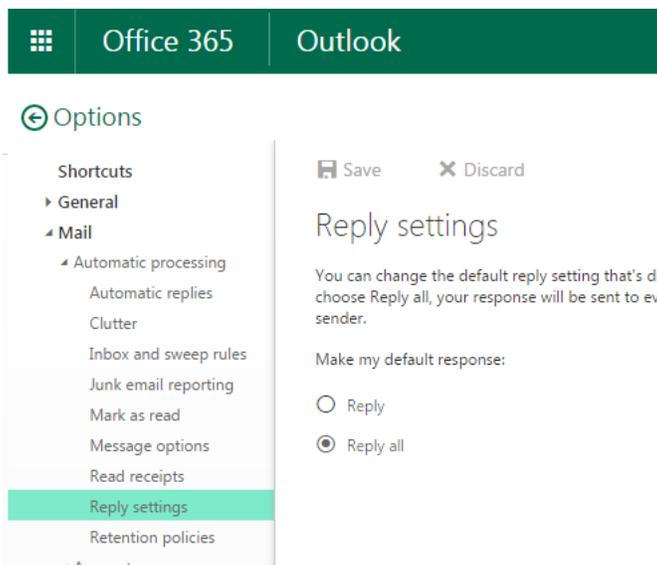


The button will now default to "Reply". To do a "reply all" select the arrow and the reply all option will be listed in the drop down.