

The default option for replying to an email in Office 365 is “Reply All”. To change the default option to “Reply” simply follow these two steps.

The screenshot displays the Outlook interface. On the left is the 'Folders' pane with 'Clutter' selected. The main pane shows an email from 'Hustek, Kevin' with the subject 'Reply versus reply all'. The email content includes contact information for Kevin M. Hustek, MBA, Technology Supervisor at Warren Woods Public Schools, and a logo for Warren Woods Public Schools. A red arrow points to the 'Reply all' button in the top right corner of the email view, which has a small downward arrow next to it. A callout box with a red border and red text is positioned to the right of the arrow.

Office 365 Outlook

Search Mail and People

New | Delete | Move to Inbox | Archive | Junk | Sweep | Move to | Undo

Folders

- Favorites
- Hustek, Kevin
  - Inbox 1
  - Clutter**
  - Drafts
  - Sent Items
  - Deleted Items 2
  - Buildings
  - Conversation History
  - Internships
  - Junk Email
  - Listserv
  - MISD
  - MSBO
  - Notes
  - Office 365 Migration
  - RSS Feeds
  - Staff
  - Student Accounts
  - Vendors

Clutter All

Hustek, Kevin

Reply versus reply all 10:11 AM

Kevin M. Hustek, MBA Technology Supervisor Warren W...

Hustek, Kevin

Today, 10:11 AM

Hustek, Kevin

Clutter; Deleted Items

Kevin M. Hustek, MBA  
Technology Supervisor  
Warren Woods Public Schools  
PH: (586) 439-4567

WARREN WOODS PUBLIC SCHOOLS

*\*Please note that this is my new email address*

Reply all

With any email open, press the down arrow next to “Reply all”.

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Folders

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Clutter


Hustek, Kevin

Reply versus reply all 10:11 AM

Kevin M. Hustek, MBA Technology Supervisor Warren W...

Clutter; Sent Items

Kevin M. Hustek, MBA  
Technology Supervisor  
Warren Woods Public Schools  
PH: (586) 439-4567



*\*Please note that this is my new email address*

Reply |

- Reply
- Reply all
- Forward
- Change default**
- Delete
- Delete all messages from Hustek, Kevin
- Move to Inbox
- Mark as junk
- Mark as phishing
- Mark as unread
- Assign policy
- Print
- View message details

Select "Change default"  
and then click on "Reply".