Inbox   All ⌄

Today

Riley, Phillip
Q1 Posting Inst
Good Morning

Yesterday

ospadmin@
New Order: 310
Billed To: Jose N

Tarwater, A
Lesson Plan 10-
Allison Tarwater

Tarwater, A
10/16
Allison Tarwater

Ziegler, Chi
FW: PTSO Dept
Please read atta

Sunday

allstarclub@texand

Filter

✓ All

Unread

To me

Flagged

@me

Sort by

↓ Date

From

To

Subject

Attachments
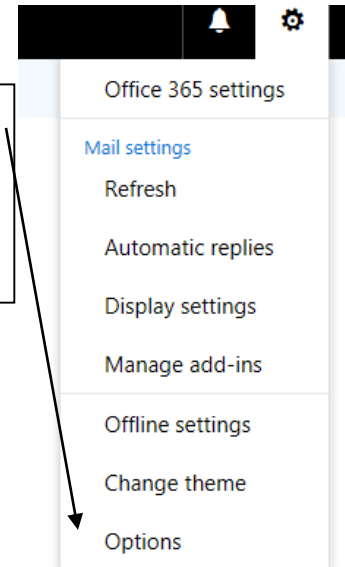
Importance

Size

View as

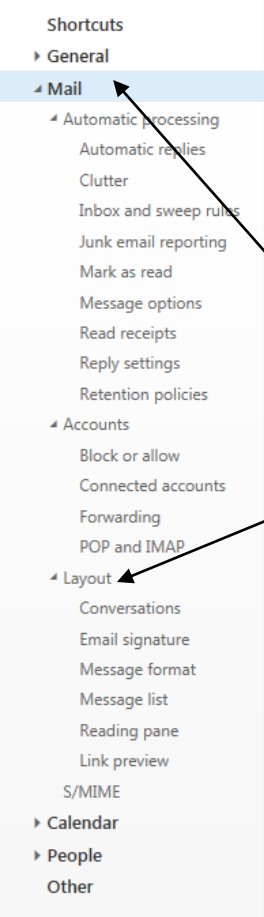✓ Messages

Conversations

Turn off Conversations

Go to the ALL Drop Down Menu in your Inbox and move the check mark to messages not conversations at the very bottom

🔔   ⚙

Office 365 settings

Mail settings

Refresh

Automatic replies

Display settings

Manage add-ins

Offline settings

Change theme

Options

Adjusting setting – Reply All, Auto Replies, Signatures, & more

Go to the Cog Wheel located at the top right corner of your email.

⊖ Options

Shortcuts
▸ General
⊿ Mail
  ⊿ Automatic processing
    Automatic replies
    Clutter
    Inbox and sweep rules
    Junk email reporting
    Mark as read
    Message options
    Read receipts
    Reply settings
    Retention policies
  ⊿ Accounts
    Block or allow
    Connected accounts
    Forwarding
    POP and IMAP
  ⊿ Layout
    Conversations
    Email signature
    Message format
    Message list
    Reading pane
    Link preview
  S/MIME
▸ Calendar
▸ People
  Other

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- **Automatic processing** — Control how incoming and outgoing email is handled.
- **Accounts** — Choose how email will flow in and out of your accounts.
- **Layout** — Customize the look of your inbox and email messages.
- **S/MIME** — Manage encryption and digital signature settings for email that you send.

Automatic Replies – located under **Mail**

Get Rid of Reply All – located under **Mail** – **Reply Settings**

Signature – located under **Layout**

BCC (Blind Carbon Copy) – located under **Layout / Message Format**