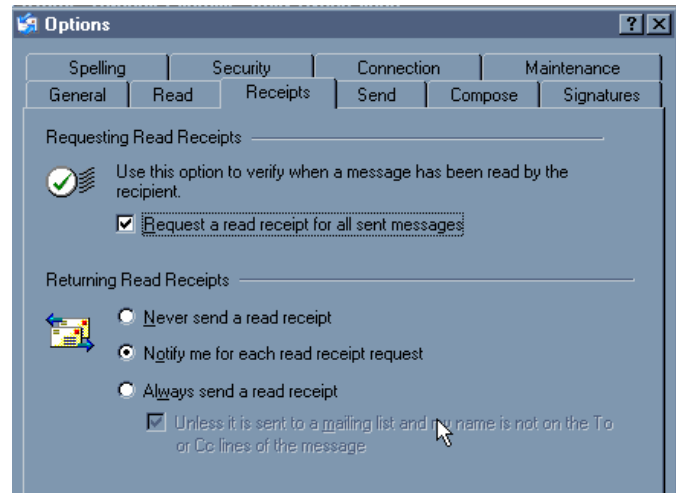


If your recipient is also using a Microsoft email software program, you can use a “request receipt” tool to ensure that your message has been received and opened by the recipient.

**Compose your message.**  
**Click TOOLS...**  
**Click Request Read Receipt**  
**Send the message.**

**In the OPTIONS area, you can setup an automatic request function for all messages.**



**You can also decide whether you will return requests, automatically or on a case-by-case basis.**