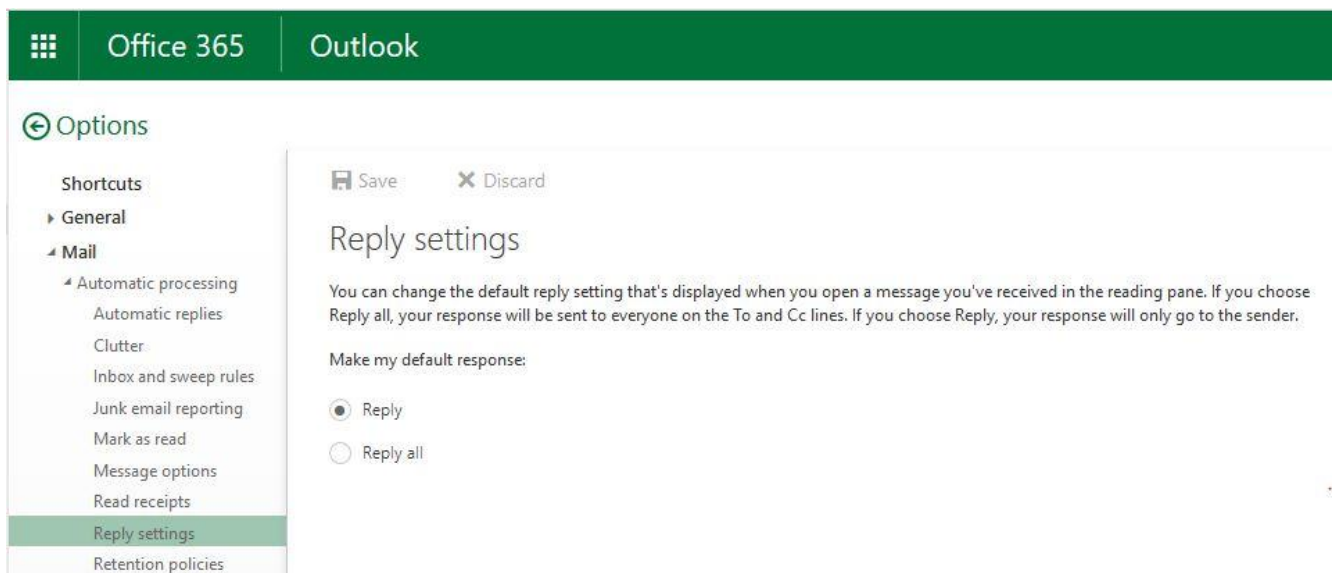


## How to change the default reply settings in OWA 365 (from reply all to reply)

1. Login to your Baylor email account via a web browser at [portal.office.com](https://portal.office.com)
2. Click the gear icon in the upper, right corner.
3. Choose Options, Mail, Reply setting. Choose the “Reply” choice and then click Save.

Now all future emails will give you the choice of reply vs reply to all. Though a helpful, new feature, reply to all is not the most desired choice for email messages.



For further assistance, please contact the Help Desk at 254.710.4357